

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 151

Alexandria, VA

1 July 1999

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 July 1999 unless otherwise indicated.

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This change includes all material written in MAP Items 19-98; 20-98; 35-98; 05-99; 17-99; 24-99(E); 26-99(E) and 27-99(E). Insert the attached pages and remove the corresponding pages. Remove pages U7G-6-1 and O-10-1. This cover page replaces the Change 150 cover page.

BRIEF OF REVISION

These are the major changes made by Change 151:

Introduction. Lists websites for both the Defense Office of Hearing and Appeals (DOHA) and the GSA Board of Contract Appeals (GSBCA). This website information provides the user direct access to a variety of claims/appeal decisions.

U3320; T4040-A4b. Eliminates the cost limitation of taxi for POC travel to and from terminals, but retains the limitation for terminal parking.

U3510. Clarifies when taxis/travel expenses are authorized for use in and around a TDY station.

Appendix A. Updates definition of "Involuntarily Separated" as Title 10 U.S.C. §1141 definition also includes "or" on active duty "after November 29, 1993." This was included in the 1994 amendment which also added the Coast Guard."

Appendix O, T4030-I; T4060-B1b; T4060-B4. Adds that use of non-contract fare airline may be authorized when smoking is permitted on the contract carrier flight. Clarifies that the AO, not the Service, makes the decision, as well as costing for trips home.

Chapter 4, Part A. Reidentifies the term now called "group travel" to "group movement" as personnel traveling together with no/limited reimbursement.



0516LP0112858

Various paragraphs. Simplifies the current 3-way cost comparison for PCS mixed mode to only two cost comparisons. It eliminates the need for a mixed mode comparison unless POC is used for part of the trip; also replaces the current 6 step process to compute travel time to one day travel time for all commercial transportation, with the ability for the commander to authorize additional travel time.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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INTRODUCTION TO

JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1

(JFTR) UNIFORMED SERVICE MEMBERS

FOREWORD

These regulations are published by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The Committee is chartered under the Department of Defense (DoD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Deputy Assistant Secretary of Defense (MPP).

PURPOSE AND AUTHORITY

The regulations in this Volume pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of members of the Uniformed Services, including all regular and reserve components. They're issued under the following statutory regulations and authorities: 5 U.S.C. §552a, §4109, §4111, §5536, and §5703; 10 U.S.C. §101, §270(b), §688(a), §705, §716-717, §832, §860 (c)(2), §1036, §1041, §1074a, §1079, §1086, §1105, §1173, §1201-1221, §1293, §1401, §2013, §2104, §2107, §2631-2636, §3021, §3496, §3541, §3687, §3721-3722, §3911, §3914, §4312-4313, Chapter 61, §6323, §8021, §8496, §8541, and §8911; 14 U.S.C. §469 and §512; 26 U.S.C. §162; 31 U.S.C. §1108(g), §1348 (b), and §3702; 32 U.S.C. §318-319 and §503-506; 33 U.S.C. §857(a); 37 U.S.C. §101, §204(g) and (h), §310, §404-407, §411-412, §420, §433, §554, Chapter 7, §1001, §1002(b), §1006, and §1011; 42 U.S.C. §218a; 49 U.S.C. §1371 and §1517; DoDFMR, Volume 7A; DoD Directive 1241.1, 1330.4, 1344.10, and 5154.29; U. S. Coast Guard Pay Manual; Coast Guard, COMDTINST 1710.5 (series) and M7220.29 (series). Authority also is provided by Executive Orders, appropriate decisions of the Comptroller General of the United States, Defense Office of Hearings and Appeals, and the OSD General Counsel. When necessary, a Uniformed Service may supplement these regulations by administrative regulations (see par. U1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted herein. Administrative regulations of the DoD Services which implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 U.S.C. §1001 and DoD Directive 5154.29. In the event of a dispersal of headquarters, the authority for prescribing the entitlements in these regulations becomes vested in each Committee member to issue necessary regulations prescribing entitlements applicable to that Service until the headquarters activities again are centralized. At that time, regulation-issuing authority again becomes vested in the Committee.

CLAIMS AND ADVANCE DECISIONS

Under 31 U.S.C. §3702, the Secretary of Defense settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits. The Secretary of Defense also may issue an advance decision with respect to the same subject areas. The Secretary of Defense has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

A Service member who disagrees with a claim settlement by a paying office may submit the claim to DOHA (no specific form or format is required) at the address listed below. The claim must be forwarded through the proper paying office, which must attach an administrative report explaining why the claim was settled as it was.

An accountable officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward a request for an advance decision through the PDTATAC.

Correspondence to DOHA should be addressed to:
Defense Office of Hearings and Appeals (DOHA)
Claims Appeals Board
PO Box 3656
Arlington, VA 22203-0656

- ★ Throughout the JFTR, Comptroller General Decisions from the General Accounting Office (GAO) and decisions from the Department of Defense Office of Hearings and Appeals (DOHA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, September 30, 1992. Website decisions of the DOHA are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, May 5, 1998).

For DOHA information/decisions visit their website at: <http://www.defenselink.mil/dodgc/doha/>

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JFTR is coordinated with that of the Joint Travel Regulations (JTR). The volume letter "U," precedes a 4- or 5-digit paragraph number (the first or first two digits indicating the chapter number) and subparagraph designators, as shown in the following breakdown. (*NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that new paragraphs can be added without changing the numbers of existing paragraphs.*)

Paragraph U 5 310 -B2a(1)(a)

Volume 1

Chapter 5

Paragraph 310

Subparagraphs

References and citations to the JFTR should be in the following format:

JFTR, par. U5310

JFTR, par. U5310-A

JFTR, par. U5310-A1

JFTR, par. U5310-A1a

JFTR, par. U5310-A1a(1)(a)

JFTR, pars. U5310-U5350

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JFTR, par. U5310-A, item 2

JFTR, par. U5310-B4, item a

The most specific unit of reference should be used.

CHANGES

Changes to the entitlements in the JFTR are initiated by DoD Joint Determinations (JD), Department of State Travel Per Diem Supplements, Per Diem Determinations (PDs), or memoranda.

JDs are effective on the indicated date. They may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chairman, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by the statute, some other date. When an effective date is earlier than the date assigned to the printed change page, changes are disseminated by message.

PDs make changes in the per diem rates contained in Appendices B and D, and changes to the tables contained in Appendices J and K. PDs are normally effective on the date of final approval. PDs are posted to the PDTATAC Internet home page (www.dtic.mil/perdiem/) and bulletin board system (703-325-2809) no later than the last day of each month, and may be downloaded by users worldwide.

Department of State Travel Per Diem Supplements contain Department of State prescribed travel per diem allowances for foreign areas. They are transmitted by message to hundreds of DoD users and effect changes to the travel per diem allowances in Appendix B.

Printed changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations, bulletins, supplements, and administrative memoranda. The determinations, bulletins, supplements and administrative memoranda included in a printed change are shown on the cover sheet of the printed change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

FEEDBACK REPORTING

Recommendations for changes in the JFTR should contain an explanation of and rationale for the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates in accordance with par. U4140.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (NB0E), Department of the Navy, 2 Navy Annex, Washington, DC 20370-0201;
3. Marine Corps - Through appropriate command channels to: Commandant of the Marine Corps (Code MPP), Headquarters Marine Corps, Washington, DC 20380-0001;
4. Air Force - Through appropriate command channels to: HQ USAF/DPRC, 1040 AF Pentagon, Washington, DC 20330-1040;
5. Coast Guard - Directly to: Commandant (G-WPM-2), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. U.S. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPCI), 1315 East-West Highway, Rm 12100, Silver Spring, MD 20910-3282;
7. U.S. Public Health Service - Directly to: Division of Commissioned Personnel, PSC (Attn: PDTATAC MAP Member), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-0001; or
8. Office of the Secretary of Defense and other DoD Components - Directly to: OSD/WHS/Defense Agencies. Civilian Advisory Panel Member, The Pentagon, Room 3B-259, Washington, DC 20301-1155.

HOW TO GET THE JFTR

Requests for copies of the JFTR and changes thereto should be routed as follows:

1. Army. The JFTR is stocked and issued from the U. S. Army Publications Distribution Center - St. Louis, 16655 Woodson Road, St. Louis, MO 63114-6181. Initial distribution (ID) is based on DA 12-series subscription requirements. To receive future changes/revisions update your DA 12-series subscription service citing DA Form 12-04-E, Block 0028. Submit updates through normal initial distribution publication channels. Additional or replacement copies may be requisitioned through normal publication resupply channels.
2. Navy. Navy distribution of changes to the JFTR (NAVSO P-6034) is limited to addresses listed in the Standard Navy Distribution List, Part 1 (OPNAV P09B2-107) and Part 2 (OPNAV P09B2-107) with internal distribution to various codes and offices handled locally. Stock numbers are contained in the Navy Stock List of Publications, Forms, and Directives (NAVSUP P2002) located on NAVSUP Pub 600 (CD Rom only). Requisition the basic only if the complete publication is required as all changes are issued with the basic publication. Requisition changes individually when only a specific change(s) is required.
 - (a) **For up to 3 copies**, send the requisition through the normal supply channels (in accordance with NAVSUP P2002 and NAVSUP P-437) to: Naval Inventory Control Point - Cog "I" Material, 700 Robbins Avenue, Bldg. 1, Philadelphia, PA 19111-5098.
 - (b) **For more than 3 copies**, send request by mail, fax or E-mail requirement (include MILSTRIP format, SNDL number, point of contact and phone number (DSN and commercial)) to the Office of the Assistant Secretary of the Navy (Financial Management and Comptroller, Publications Management Branch) (FMA-3), 1000 Navy Pentagon, Washington, DC 20350-1000. FAX COMM 703-604-6921 or 6919; DSN 664-6921 or 6919 or E-Mail to Woodson.David@HQ.NAVY.MIL).
 - (c) **For changes in distribution**, mail, fax or E-mail requirement (including SNDL number, point of contact and phone number (DSN and commercial) to the Office of the Assistant Secretary of the Navy (FM&C) at the address in (b) above.
3. Marine Corps. From the Marine Corps Logistics Base, Albany, GA, via the MCPDS on-line system per MCO P5600.31. For changes in distribution, Marine Corps activities should submit their requirements through the on-line system per MCO P5600.31.
4. Air Force. From the Air Force Publications Distribution Center (AFPDC), Baltimore, MD 21220 and from Publishing Distribution Offices (PDOs). PDOs submit requisitions and requirements to the AFPDC in accordance with AFI 37-161; Customer Account Representatives (CAR) submit requisitions and requirements to supporting PDOs in accordance with AFI 37-161.
5. DoD Agencies/Components Not Specifically Listed. Through appropriate agency/component publishing distribution office.
6. Coast Guard. JFTR procurement and distribution, including copies and missing pages, are in accordance with instructions in the current edition of COMDTNOTE 5600, Coast Guard Directives, Publications, and Reports Index (DPRI). The JFTR is listed in Chapter 6 of the DPRI.
7. NOAA Corps. Through the Commissioned Personnel Center (CPC1), 1315 East-West Highway (Station 12137), Silver Spring, MD 20910-3233.
8. USPHS Corps. From Division of Commissioned Personnel, PSC (ATTN: Distribution Control Officer), Room 4A15 Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857-1750.

9. Non-Uniformed Service Organizations. For a fee, the JFTR and changes may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20342-0001.

10. Internet. Available for downloading from the Internet. Go to PDTATAC Home Page www.dtic.mil/perdiem/.

- U3305** **POC Use on TDY (Advantageous to the Government)**
 A. Mileage Plus Per Diem or AEA
 B. Reimbursement for Actual Transportation Costs
 C. Mixed Mode Transportation
- U3310** **POC Use on TDY (Not Advantageous to the Government)**
 A. Mileage Plus Per Diem
 B. Orders Direct Specific Transportation Mode Use
 C. Transportation by Mixed Mode
- U3320** **POC Use to and From Common Carrier Terminal**
 A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Common Carrier Terminal
 B. Expenses Incurred for Two One-Way Trips to and From a Common Carrier Terminal
 C. Member Departs From PDS on TDY
 D. Two or More Members Travel in Same POC
- U3325** **POC Use Between Residence and TDY Station**
- U3335** **Expenses Not Reimbursable When Mileage is Payable**
- U3340** **POC Use in and Around PDS or TDY Station**

PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

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U3405	Basic Rules A. Reimbursement for Miscellaneous Expenses B. Separate Journey
U3410	Taxicab/Limousine Service Use A. To/From Carrier Terminals B. Tips C. Between Residence and PDS on Day Travel Performed
U3415	Special Conveyance Use A. General B. Selecting a Rental Vehicle C. Reimbursement for Special Conveyance Use D. To/From Carrier Terminals E. Between Duty Stations F. Special Conveyance Use in and Around PDS or TDY Station G. Limited to Official Purposes

- U3420** **Bus, Streetcar, and Subway Use**
A. To and From Carrier Terminals
B. Between Residence and PDS on Day Travel Performed
- U3425** **Not Used**
- U3430** **Courtesy Transportation Use**
A. General
B. Tips

PART F: LOCAL TRAVEL IN AND AROUND PDS OR TDY STATION

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U3510	Travel at the TDY Location A. Points of Travel B. Conditions for Entitlement C. Travel by Commercial Means D. Travel by POC
U3535	Travel Between PDS Duty Site and Residence
U3540	Vouchers and Supporting Documents

PART G: TRANSPORTATION OF ACCOMPANIED BAGGAGE

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U3600	General
U3605	Authorization/Approval for Excess Baggage
U3610	Payment of Baggage Costs A. Excess Baggage Transportation Charges B. Baggage Transfer C. Baggage Checking and Handling
U3620	Return of Baggage to Member

PART B: TRAVEL BY COMMON CARRIER**U3100 GENERAL**

A. Travel/Transportation Policy. Travel other than by a usually traveled route must be justified. A member may not use contract airline/rail passenger service provided under contract with the General Services Administration (GSA) for that portion of an indirect route traveled for personal convenience. Government procured transportation or a contractor-issued Government travel charge card may be used only for that portion of a trip properly chargeable to the Government. Any additional expense must be paid by the traveler. All time not justified as official travel must be charged as leave.

1. Less than premium-class accommodations must be used for passenger transportation, unless an exception in par. U3125 or par. U3130 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the member's or Service needs require use of these accommodations,
3. travelers may not be reimbursed for travel at personal expense on vessels/aircraft of foreign registry, except as specified in pars. U3125-C and U3130-D, and
4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). A member on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a *non-PDS* location:

1. the traveler must pay excess travel/transportation costs; and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

NOTE: For TDY travel/transportation allowances when TDY orders are received while member is on official leave, see par. U4105-F.

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DoD 4500.9-R, (DTR), Part I.

U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY

- ★ A. General. A member may not be reimbursed for personally-procured transportation when a specific transportation mode is directed (as distinguished from authorized) to travel by a specific mode (Government/Government-procured, transoceanic or transportation furnished by a foreign government or Government contractor). Otherwise, the member is entitled to reimbursement of transportation cost as prescribed in subpars. B-F. Reimbursement may not be more than the cost of accommodations prescribed in pars. U3125, U3130 and U3135. See Part D when the transportation is partly by POC. If a member uses Government-procured transportation for part of a journey (see par. U5150), limits in subpars. B and C must be reduced by its cost.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel-Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized (as distinguished from directed) and transoceanic travel is performed by common carrier at personal expense, the member is entitled to reimbursement for the transportation cost up to the amount the sponsoring Service would have paid for the available transportation. If both Government and Government-procured transportation are available, the lower priced one is the measure of maximum reimbursement. When Government/Government-procured transportation is not available, the member is entitled to reimbursement for the transportation cost up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If air travel is medically inadvisable for the member, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-D.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 REIMBURSEMENT WHEN TRANSPORTATION MODE OR GROUP TRAVEL IS DIRECTED

A. Travel Directed. When a member, individually or as part of a group, is directed (as distinguished from authorized) to travel by a specific transportation mode (Government/Government-procured, transoceanic or transportation furnished by a foreign Government or Government contractor), reimbursement and the payment of a mileage allowance is prohibited for transportation at personal expense unless the authority responsible certifies that the directed mode was not available at the time and place required to comply with the orders.

B. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus, streetcar fares) incurred in the performance of TDY are allowable as authorized in Part E.

U3120 ARRANGING OFFICIAL TRAVEL

A. Travel Arrangement Requirements

1. Uniformed Service Members. When making travel arrangements, uniformed service members are required to use the following (except as provided in subpar. B.):

- a. a CTO (see Appendix A for definition),
- b. in-house travel office, or
- c. General Services Administration (GSA) Travel Management Center (TMC).

- a. mileage and reimbursable expenses as prescribed in par. U3305-A1 for the official distance of the ordered travel plus per diem as prescribed in Chapter 4, Part B, for the actual travel time or the travel time computed under par. U5160-B, whichever is less; or
- b. what it would have cost the Government had Government-procured transportation been used between the ordered points, plus per diem under Chapter 4, Part B, for the constructive travel time (including necessary delays) on the Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. The constructive common carrier cost should be placed in the member's orders before the member departs the PDS.

2. Passengers Not Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see subpar. B. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage, but is entitled to per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount:

- a. the actual travel time or the travel time computed under par. U5160-B, whichever is less, or
- b. the constructive travel time for travel between the ordered points (including necessary delays) on Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ends.

B. Orders Direct Specific Transportation Mode Use. When travel orders direct a specific transportation mode use, but the member travels by POC, payment of mileage is prohibited, unless the order-issuing official certifies that the mode directed was not available at the time and place required, and it was necessary for the member to use a POC.

C. Transportation by Mixed Modes. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier at personal expense, the member is entitled to the appropriate mileage plus per diem under par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount shall be limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructive travel time for the distance of the ordered travel.

★ U3320 POC USE TO AND FROM COMMON CARRIER TERMINAL

In lieu of reimbursement for public transportation authorized in Part E, incident to TDY or PCS travel, a member may be paid mileage for POC use and reimbursed for other related expenses for travel to and from common carrier terminals as provided below. For travel between Government and commercial carrier terminals incident to PCS, see par. U5106.

A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Common Carrier Terminal. When a POC is driven round trip to drop-off or pick-up a member at a common carrier terminal, the member responsible for paying POC operating expenses shall be paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

B. Expenses Incurred for Two One-Way Trips To and From a Common Carrier Terminal. When a POC is used for one-way travel from a residence or duty station to a common carrier terminal and then from the terminal to a residence or duty station when the TDY is completed, a member responsible for paying POC operating expenses shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct

route. *Reimbursement for terminal parking fees while TDY should not (see NOTE below) exceed the cost of two one-way taxicab fares, including allowable tips.*

NOTE: *In extenuating circumstances the order-issuing official may waive the cost limitation. For example, a member's 3 day TDY is unexpectedly extended to 14 days, resulting in the member's out-of-pocket cost of \$50 for parking at the airport.*

C. Member Departs From PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC shall be paid mileage, plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route.

D. Two or More Members Travel in Same POC. When a member transports other members to or from the same carrier terminal, mileage is authorized for the additional distance involved supported by a total distance or odometer readings certified as correct by the member. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed. *Reimbursement for terminal parking fees while TDY should not (see NOTE in subpar. B above) exceed the cost of two one-way taxicab fares, including allowable tips, between authorized points for each member.*

U3325 POC USE BETWEEN RESIDENCE AND TDY STATION

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is entitled to reimbursement for the distance traveled between the residence and the TDY station

U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. transportation to or from carrier terminals (par. U3320).

(NOTE: *Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).*

U3340 POC USE IN AND AROUND PDS OR TDY STATION

For entitlements when a POC is used within or around a PDS and TDY station, see Part F.

In this case, the member is entitled to mileage for the distance that exceeds the normal commuting distance (70 miles). The member is paid for 50 miles ($35 + 50 + 25 + 10 - 70 = 50$).

EXAMPLE 6

Member's one way commuting distance to PDS is 20 miles. Member drives to PDS (20 miles). Later, the member drives to alternate duty site #1 (10 miles) and then to alternate duty site #2 (5 miles). Member then drives to residence (2 miles).

In this case, the member is not entitled to mileage for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the usual duty site.

★ U3510 TRAVEL IN THE TDY LOCATION

A. Points of Travel. Reimbursement for transportation expenses in the TDY area may be authorized/approved for travel between:

1. lodging and duty site;
2. duty sites; or
3. lodging or duty site and dining facility.

B. Conditions for Entitlement. When a member is on TDY and suitable meals or lodging cannot be obtained at the place of duty, the order-issuing official may authorize reimbursement for travel as indicated. The member must furnish an acceptable statement that Government transportation was not available or, if available, was not suitable for the travel involved. Members may be reimbursed for:

1. round trips daily as required between lodging and place of duty; and
2. trips to dining establishments when suitable dining establishments are not near the lodging and/or place of duty.

C. Travel by Commercial Means. When authorized/approved, a member who uses commercial transportation is entitled to reimbursement of:

1. fares actually paid for local public transportation;
2. when advantageous to the Government, taxicab fares plus tip (\$0.15 for fares of \$1 or less, or 15 percent of the fare increased to the next multiple of 5 cents); and
3. when advantageous to the Government, the cost of special conveyance between lodging and duty site and between lodging or duty site and dining facility.

D. Travel by POC. If authorized/approved, a member who travels by POC in and around the TDY station is entitled to the same reimbursement as a member who travels in and around a PDS (see par. U3505-C).

U3535 TRAVEL BETWEEN PDS DUTY SITE AND RESIDENCE

Incident to the conduct of official business at the PDS, reimbursement for the usual taxicab fare paid by a member between the office or duty site and residence may be authorized/approved under the following conditions:

1. the member is dependent on public transportation for travel,
2. the member is officially ordered to work outside of what are, for that member, regular working hours, and
3. travel is during hours of infrequently scheduled public transportation or darkness.

Reimbursement for taxicab fares plus tip (\$0.15 for fares of \$1 or less, or 15 percent of the fare increased to the next multiple of 5 cents) may be authorized/approved in accordance with Service regulations. Authorization/approval indicating taxi use as advantageous to the Government may be written separately or on the reimbursement voucher.

U3540 VOUCHERS AND SUPPORTING DOCUMENTS

See Chapter 2, Part F.

CHAPTER 4 TEMPORARY DUTY TRAVEL (TDY)

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CHAPTER 4 TEMPORARY DUTY TRAVEL

PART A: MEMBERS TRAVELING TOGETHER

★ U4000 GENERAL

Members traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary travel reimbursements apply unless the members' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the members. No per diem is payable when no/limited reimbursement is directed in the orders for members traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense. Directing several members to travel together with no/limited reimbursement shall never be done simply to save travel funds.

U4001 AUTHORIZED ALLOWANCES

A. Transportation. A member is not entitled to a MALT when performing group travel. Necessary transportation (including sleeping accommodations, if available and required) shall be furnished by Government transportation or GTRs.

B. Meals and Quarters. Per diem and actual expense are not payable to a member when performing group travel. A member is provided meals by meal tickets (see par. U5018), box lunches or Government prepared meals and be provided quarters by the Government. Officer members obtaining a meal in a Government mess are required to pay the discounted meal rate (basic meal rate), while enlisted members are permitted to mess without charge (see DoDFMR, Volume 12, Special Accounting Policy and Procedures, Chapter 19). If meals or quarters are not available, reimbursement is authorized for occasional meals and quarters under par. U4510. Officers may not be reimbursed for any expense they incur in connection with Government meals.

U4002 DURATION OF GROUP TRAVEL

Group travel status begins when the member departs the PDS or at 0001 of the day of departure from a TDY station. A member remains in a group travel status while traveling between stations including time spent en route, awaiting further transportation, and any necessary delays incident to the mode of travel. Group travel status ends at 2400 of the day the member arrives at the TDY station or at the time of arrival at the PDS. Per diem or actual expense reimbursement, in accordance with Parts B or C, as applicable, apply at the TDY point from 0001 the day following arrival through 2400 the day before departure.

U4003 MEMBERS TRAVELING SEPARATELY

Orders for group travel should not ordinarily include members authorized or permitted to travel separately from the group. However, when a member who is specifically authorized by the order-issuing official to travel separately from the group (i.e., authorized to travel by POC) is included in the group travel orders, the member is entitled to the allowances provided for the type of travel involved for an individual.

★ U4004 STRAGGLERS

A member, who becomes separated from the others while traveling as one of members traveling together under orders directing no/limited reimbursement, shall be provided for in the manner prescribed in Chapter 7, Part N.

PART B: PER DIEM ALLOWANCE

U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the day of departure from and for the day of return to the PDS, in which case a per diem is computed as prescribed in par. U4125-A. Per diem rates for location in CONUS are prescribed in Appendix D. Per diem rates for OCONUS locations are prescribed in Appendix B.

U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
4. delays for the purpose of qualifying for reduced travel fares (see par. U4325-F).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time. **NOTE:** *A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).*

C. When PCS MALT PLUS Is Payable. A member is not entitled to per diem for any day that PCS MALT PLUS is payable.

D. Travel or TDY Within PDS Limits. Except as authorized in par. U4105-H, a member is not entitled to per diem for travel or TDY or performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1–31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY Within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips Within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

★ G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under orders directing no/limited reimbursement (Part A) are not entitled to per diem except as noted in par. U4004. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or

Government meals at no charge for enlisted members, were not available during stated periods of the field duty;

2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

N. Member in Missing Status. A member is not entitled to per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection With Fitting Out or Conversion of a Vessel. When a member is assigned to TDY in connection with fitting out or conversion of a vessel, per diem is authorized during each fitting out or conversion period, including the day of ship commissioning or service craft placement in service, and day of ship decommissioning or service craft placement out of service. Authorization for per diem ends on the date the member's assignment is changed from TDY in connection with fitting out or conversion of a vessel to permanent duty aboard that vessel, even if that change is effected prior to the date of ship commissioning or service craft placement in service. In determining entitlement to per diem, par. U4102-M

2. standard Government meal rate for meals in a Government mess plus \$3.50 for incidental expenses. This rate applies each day that:
 - a) adequate Government quarters are available on the U.S. installation to which the member is assigned TDY
 - b) the use of a Government mess is directed,
 - c) the Government mess is available for all three meals on the installation to which the member is assigned TDY, and
 - d) the member is not traveling.
3. the proportional meal rate (the average of the standard Government meal rate and the meals portion of the applicable M&IE rate as listed in Appendix B, rounded to the nearest dollar) plus the incidental expense rate. The proportional meal rate applies each day that:
 - a) adequate Government quarters are available on the U.S. installation to which the member is assigned TDY,
 - b) at least one meal is available and directed in a Government mess on the U.S. installation to which the member is assigned TDY, and
 - c) the member isn't traveling.

NOTE: The incidental expense rate OCONUS is that in Appendix B, or \$3.50 when the member is TDY to a U.S. installation and Government quarters are available. There are two exceptions:

1. The order-issuing official can determine \$3.50 to be adequate for anticipated expenses when the member is not lodged on a U.S. installation. The OCONUS incidental expense of \$3.50 may be authorized and must be stated in the travel order.
2. The order-issuing official can determine that the \$3.50 is not adequate on a U.S. installation and authorize/approve the incidental expense rate in Appendix B. In this case, payment of the Appendix B incidental expense rate must be stated in the travel order.

(2) If No Per Diem Entitlement at TDY Point. The M&IE rate payable on the day of arrival at, and departure from, the TDY point is the M&IE rate for

that location, unless the member is in a different TDY location at 2400 on that day. On a ship, the port of embarkation/debarkation M&IE rate applies.

(3) Schoolhouse Training (Formal Courses of Instruction). Orders to schoolhouse training must allow the schoolhouse commander to determine the appropriate meals rate. If there is information about the course that provides the appropriate meal rate, that information, and its source, should be part of the order. If that information is not available prior to issuance of the order, the information must be provided to the traveler upon arrival at the school and submitted with the travel voucher.

c. Lodging. If lodging is required while on TDY or at a delay point, the lodging cost, not to exceed the lodging maximum prescribed for the TDY or delay location in Appendix B, or Appendix D, shall be added to the M&IE rate for that location to determine the per diem rate for the day, the total amount not to exceed the per diem rate for the locality concerned. When lodging has been obtained in accordance with subpar. 1f, at a location other than the TDY location, the per diem rate for the lodging location applies.

d. TDY of More Than 12 Hours But Not Exceeding 24 Hours. Per diem under this subparagraph is determined by allowing 75% of the M&IE rate for the location of the TDY assignment prescribed in Appendix B, or Appendix D. If more than one location is involved and the member is not required to obtain lodging, the per diem allowance is calculated using the highest M&IE rate. If the member must obtain lodging, the rules for travel of more than 24 hours as prescribed above apply. No deduction for meals is made. Per diem is not authorized under this subparagraph when travel is performed in the local area

(1) Lodging Not Required. If lodging is not required, per diem for the entire trip, whether performed within one or two calendar days, shall be 75% of the TDY location M&IE rate for one day. If more than one TDY point is involved, per diem is calculated using the highest of the M&IE rates prescribed for the TDY locations. Per diem is not authorized under this subparagraph when travel is performed in the local area.

(2) Lodging Required. If lodging is required, the rules for travel of more than 24 hours apply.

e. Essential Unit Messing. When the Secretary concerned or, for a JTF, the CINC or JTF Commander determines that Government messing is essential to accomplish training and readiness, enlisted personnel

receive meals without charge and officers pay the discounted meal rate. There is no entitlement to the meal portion of the M&IE allowance. The incidental expense rate is \$2 in CONUS, or the incidental rate in Appendix B, or \$3.50 OCONUS when the order-issuing authority determines \$3.50 to be adequate for anticipated expenses.

f. Use of Government Mess Under Special Circumstances. When a member on TDY uses a Government mess, the member is charged the full rate for each meal (charges for both food and related services) unless one of the following conditions exist:

- (1) field duty,
- (2) duty on a U.S. Government vessel,
- ★ (3) members traveling together under orders directing no/limited reimbursement, or
- (4) essential unit messing.

When one of these conditions exists, an enlisted member receives meals without charge and an officer pays the discounted rate (charges for food only). Neither an enlisted member nor an officer is entitled to any reimbursement of meal expenses.

g. Deductible Meals. The proportional per diem rate prescribed in subpars. U4125-A3b(1)(a)3. and (b)3. above applies on any day when one or two deductible meals are provided. A deductible meal is a meal:

- (1) made available pursuant to an agreement between a Uniformed Service and any organization, if the order directs use of the facility providing the meal(s);
- (2) included in a registration fee ultimately paid for by the Government;

- (3) furnished at no cost to the member by a school while attending a course of instruction if the cost of the meal is ultimately paid for by the Government; or
- (4) furnished by the Government at no cost to a member;

The following are not deductible meals:

- (1) box lunches, (which include such things as C Rations, K Rations, MRE's) – except when MRE's and/or other box lunches are the only method of providing adequate subsistence to members,
- (2) in-flight meals,
- (3) rations furnished by the Government on military aircraft,
- (4) Government meals paid for by the traveler and consumed in a Government mess,
- (5) meals furnished on commercial aircraft, or
- (6) meals provided by private individuals.

NOTE: *If all three meals are provided/consumed at no cost to the member, only the incidental expenses for that day (\$2 in CONUS, or the incidental expenses in Appendix B or \$3.50 OCONUS) is payable.*

h. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the order-issuing official authorizes/approves the member to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

PART F: MISCELLANEOUS REIMBURSABLE EXPENSES**U4500 GENERAL**

A. Scope. This Part provides guidance for reimbursement of the more commonly incurred miscellaneous expenses. Each miscellaneous expense must be described on the travel voucher.

B. Transportation Expenses Incurred In or Around A PDS or TDY Location. Reimbursement of these expenses is covered in Chapter 3, Part F.

★ U4505 COMMUNICATION SERVICES

Government-owned or Government-leased services should be used for official communications. Commercial communications services may be used when Government services are not available. Reimbursement may be authorized/approved by the order-issuing official. The order-issuing official may determine certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The order-issuing official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

U4510 REIMBURSEMENT FOR OCCASIONAL MEALS AND QUARTERS

A. General. A member is entitled to reimbursement for meals and/or quarters as provided in subpar. B when the order-issuing official determines the member is required to:

1. procure quarters from commercial, Government or nonappropriated fund sources;
2. use Government quarters and pay a service charge;
3. retain quarters at a prior TDY location when the retention is authorized/approved by appropriate authority; or
4. procure meals from commercial or nonappropriated funds sources;

and, the member is in a status listed below:

- ★ 1. par. U4002 (members traveling together under orders directing no/limited reimbursement travel);
- ★ 2. par. U4102-D (within PDS limits only for members escorting arms control inspection team/members while engaged in activities related to the implementation of arms control treaty or agreement during the in-country period referred to in the treaty or agreement);
- 3. par. U4102-E (TDY within the local area of the PDS (Outside the PDS limits));
- 4. par. U4102-F (round trips within 12 hours);
- 5. par. U4102-G (group travel status);
- 6. par. U4102-J, K, and M (TDY or training duty aboard a vessel);
- 7. par. U4102-L (field duty);
- 8. par. U5108-D (transportation mode directed to first duty station upon enlistment, reenlistment or induction);

9. par. U5120-D (PCS with TDY at a location near (but outside the limits of) the old or new PDS;
10. par. U7025 (travel incident to application processing);
11. par. U7125-D (bedpatient or inpatient); or
12. par. U7150-E2g (lodging and meal expense at point of delay for SROTC members performing travel to/from field training/practice cruises and delayed through no fault of their own at a location where no Government quarters/mess are available).

B. Computation for Occasional Meals and Quarters

1. Quarters. The amount allowed is the member's cost for quarters up to the maximum amount for lodging within the per diem rate prescribed in Appendix B or D for the TDY locality. In special or unusual circumstances when the amounts claimed exceed the applicable per diem rates, a request may be submitted under par. U4215 for an authorization/approval of reimbursement in greater amounts for the cost of occasional quarters. When a member is required to procure or retain unoccupied quarters or to procure or retain quarters at more than one location on any calendar day, reimbursement for the cost of such quarters is as indicated in par. U4125-A1i.
2. Meals. If the orders issuing official determines that a member is required to procure meals, the member is entitled to the actual amount paid up to the proportional meal rate (no incidental expenses) as prescribed in subpars. U4125-A3b(1)(a)3 or (b)3 based on the per diem rate as prescribed in Appendices B or D for the TDY locality. If more than one locality is involved on any given day, the proportional meal rate limit is based on the highest locality M&IE rate.

U4520 REIMBURSABLE MISCELLANEOUS EXPENSES

Travelers are entitled to reimbursement for necessary miscellaneous expenses incurred in the conduct of official business. These expenses include:

1. costs of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem or AEAs and travel expenses for the authorized travel;
2. administrative fees for ATM use to obtain money with the Government Charge Card up to the amount authorized for a cash advance for the travel concerned;
3. passports and visas fees (including photographs) for OCONUS travel;
4. costs of birth certificates or other acceptable evidence of birth for OCONUS travel;
5. taxes for lodging in CONUS limited to the taxes on reimbursable lodging costs (for example if the traveler is authorized a maximum lodging rate of \$50 per night, and the traveler elects to stay at a hotel that costs \$100 per night, the traveler can only claim the amount of taxes on \$50, which is the maximum authorized lodging amount) *(taxes for lodging OCONUS are part of per diem/AEA and are not separately reimbursable)*;
6. fees for:
 - a. currency conversion; (***NOTE: Travelers are not entitled to reimbursement for losses, and are not liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984))***);
 - b. cashing United States Government checks or drafts issued for reimbursement of expenses incurred for travel in foreign countries, but not including cashing checks or drafts for salary; and

c. airport transit, services charges or taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals when not included in the cost of the ticket (52 Comp. Gen. 73 (1972));

7. trip insurance to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance or POC when it has been determined by an official designated by the Service concerned that legal requirements or procedures of the country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976));

8. CTO service and processing fees; and

9. similar expenses.

(NOTE: The cost for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense. It is not an incidental expense within CONUS per diem rates or within the AEA authorized/approved for travel in CONUS. It is included as an incidental expense within OCONUS per diem rates and within the AEA authorized/approved for travel OCONUS.)

U4521 NOT USED

U4525 NOT USED

U4530 NOT USED

U4535 REGISTRATION FEES

Registration fees reimbursement is authorized/approved when such fees are a condition for attendance. When the registration fee includes the cost of meals, the per diem is computed under par. U4125-A3g, item (1).

U4536 NOT USED

U4537 NOT USED

U4538 REIMBURSEMENT OF NONREFUNDABLE ROOM DEPOSIT

A. When Orders Are Amended, Modified, Canceled or Revoked. A nonrefundable advance room deposit may be reimbursed when the member's orders are amended, modified, canceled or revoked for reasons beyond the control of the member (59 Comp. Gen. 612 (1980); 60 id. 630 (1981)). Reimbursement shall not exceed the amount of per diem or AEA for the number of days covered by the nonrefundable deposit.

B. When Orders Are not Amended, Modified, Canceled or Revoked. A nonrefundable room deposit may be reimbursed when a member acts reasonably in obtaining TDY lodging, incurs a lodging cost, but is unable to occupy the lodging for reasons acceptable to the order-issuing authority (60 Comp. Gen. 630 (1981)). Reimbursement shall not exceed the amount of per diem or AEA authorized had the TDY assignment been completed.

U4539 REIMBURSEMENT OF PREPARATORY TRAVEL EXPENSES WHEN THE ORDER IS AMENDED, MODIFIED, CANCELED OR REVOKED

Miscellaneous preparatory travel expenses (e.g., fees for traveler's checks, passport and visa fees, communications service.) incurred prior to order change are reimbursable provided the action taken is beyond the member's control, in the interest of the Government and a refund unobtainable.

CHAPTER 5 PERMANENT DUTY TRAVEL

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 - D. Time Limitation
 - E. Member Ordered to a Place to Await Disability Proceedings Results

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- A. General
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- A. Members Attain Eligibility for Dependent Travel
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- A. General
- B. Mileage Rate Payable
- C. Per Diem

U5222 Dependents' Travel and Transportation Allowances Under Various PCS Orders

- A. Called (or Ordered) to Active Duty
- B. Assigned to Foreign Service Colleges
- C. Ordered to an OCONUS Station to Which Dependents' Travel is Authorized
- D. Ordered on a Dependent-Restricted Tour, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- E. Reassigned OCONUS Before Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action
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CHAPTER 5

PERMANENT DUTY TRAVEL

PART A: APPLICABILITY AND GENERAL RULES

U5000 SCOPE

A. General. This Chapter prescribes a member's entitlements to personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes entitlements for travel and transportation of dependents, and for HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non PCS travel entitlements, see Chapter 7.

B. Travel Covered. This Chapter discusses the following types of PCS travel:

1. Transfer. Travel in connection with a transfer from one station to another for permanent duty.
2. Change in Homeport or PDS Location of a Unit. Travel in connection with a vessel's homeport or mobile unit's PDS location change.
3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:
 - a. appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. reserve members being called (or ordered) to active duty (including duty for training) for 20 weeks or more at one station;
 - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
 - d. enlistment or induction into the Service (regular or during emergency).
4. Separation or Retirement. Travel from last PDS to home upon:
 - a. discharge, resignation, or separation from the Service under honorable conditions;
 - b. reserve members' release from active duty (including active duty for training) to which called for 20 weeks or more at one station;
 - c. transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - d. retirement; or
 - e. temporary disability retirement.

5. Travel (Other Than TDY) Not Directly Related to PCS Orders. In addition to PCS entitlements, this Chapter includes entitlements for travel and transportation of dependents, and for HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

U5002 APPLICABILITY

A. General. The provisions of this Chapter apply to PCS of all regular and reserve members.

B. Special Categories. The following special categories of personnel are entitled to PCS allowances as indicated:

1. cadets and midshipmen (see par. U7000),
2. applicants and rejected applicants of the regular service (see par. U7025),
3. reserve components (see par. U7150), or
4. members whose enlistment has been voided (see par. U7375).

C. Persons Not Covered. The following categories of personnel are not entitled to PCS allowances:

1. absentees and stragglers being returned to their PDSs (see par. U7400),
2. members discharged under other than honorable conditions (see par. U7500), and
3. prisoners (see par. U7451).

U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel entitlements. Parts B through H of this Chapter prescribe specific entitlements. Entitlements depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

B. Member and Dependent Travel and Transportation Allowances. When a member must travel under orders, the Government either furnishes transportation or reimbursement at rates prescribed in this Part. Generally, members select the mode of transportation (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometime orders direct a particular mode for the member but not the dependents. For computation of travel time when a mode is not directed, see par. U5160-E. For reimbursements authorized for PCS travel, see par. U5105; for travel to the first PDS, see par. U5108-D. For travel and transportation of dependents, see Part C.

C. HHG Transportation and Storage. A member directed to make a PCS is entitled to transportation and/or storage of HHG. A member's weight allowance depends on the member's grade and dependency status (see par. U5310-B). The Service concerned may administratively limit the amount shipped. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, if the member is transferred to a "weight restricted" OCONUS PDS, only a portion of the member's PCS HHG weight allowance may be shipped. The remainder may be placed in NTS or transported to a designated place. Generally, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS; HHG precluded from shipment due to an administrative weight restriction are placed in NTS until the next PCS. PCS HHG transportation entitles a member to temporary storage, until the member arranges for a new permanent residence, unless prohibited. Temporary storage may be authorized at any combination of the point of origin, in transit, or at destination. See Part D.

D. Unaccompanied Baggage Transportation. See Appendix A definition of baggage, unaccompanied. The Service concerned may limit unaccompanied baggage weight. See Part D.

E. POV Transportation. A member ordered to make a PCS to, from, or between OCONUS PDSs, or upon official change in vessel's homeport or mobile unit's PDS location, may be authorized to have one POV, owned or on a long-term lease by the member or dependent(s), shipped to the vehicle processing center serving the member's new PDS or other authorized place. The POV must be for the member's or dependents' personal use. There are some limitations, restrictions or prohibitions. See Part E.

F. Mobile Home Allowances. A member ordered on a PCS, or the dependent of a deceased member entitled to HHG transportation, is entitled to any combination of the allowances in Part F for mobile home transportation, including temporary storage, from the old PDS to the new PDS or between other authorized points. Except as

provided in par. U5505-B, these allowances are in lieu of baggage and HHG transportation and are only authorized for transportation of a mobile home within CONUS, within Alaska, or between CONUS and Alaska. See Part F.

G. DLA. DLA partially reimburses a member for the relocation expenses of a PCS, evacuation, or movement as a result of BRAC closure. See Part G.

H. TLE Allowance. TLE partially offsets the added living expenses within CONUS incurred by members and their dependents incident to a PCS. See Part H.

U5018 MEAL TICKETS

★ A. Issuance. Meal tickets may be issued only:

1. as specifically authorized in this Chapter (for PCS), in Chapter 4 (for TDY and for members traveling together under orders directing no/limited reimbursement) and in Chapter 7 (for persons in special categories), and
2. to members traveling together with no/limited reimbursement directed in the orders (see Chapter 4, Part A) on commercial airline flights where courtesy meals are not served and prior arrangements have been made for the airline to serve meals in exchange for meal tickets.

B. Procedures. Service regulations apply see par. U1010-Be).

C. Value. The maximum rate per meal per member shall not exceed the applicable amount below. Meals may be acquired at lower cost.

Meal	Rate
Morning	\$ 6
Noon	\$ 6
Evening	\$ 16

U5020 ADVANCE OF FUNDS

Parts B, C, D, F, and G authorize advance payment of travel and transportation allowances for members and dependents, HHG and mobile home transportation and DLA (see par. U1010-B4).

Table

OVERVIEW OF PCS TRAVEL AND TRANSPORTATION ALLOWANCES¹

Movement Situation	Member Travel Part B	Dependent Travel Part C	HHG Shipment Part D	NTS ² Part D	POV Shipment ³ Part E	Mobile Home Shipment ⁴ Part F	DLA ⁵ Part G	TLE ⁶ Part H	TLA ⁷ Chpt 9, Part C
Travel to First PDS	yes	yes	yes	yes ⁸	no ^{9,10}	yes	no	no	no ¹¹
PCS from CONUS to CONUS	yes	yes	yes	yes ⁸	no ¹⁰	yes	yes	yes	no
PCS to/from OCONUS	yes	yes	yes	yes	yes	no ¹²	yes	yes	yes
PCS OCONUS to OCONUS	yes	yes	yes	yes	yes	no ¹²	yes	no	yes
PCS Involving Member Married to Member CONUS to CONUS To/from OCONUS	yes (each) yes (each)	yes (each) yes (each)	yes (each) ¹³ yes (each) ^{13,14}	yes ⁸ (each) yes (each)	no ¹⁰ yes (each)	yes ¹⁵ no ¹²	See par. U5630-E & Table U5G-1	yes (each) yes (each)	no yes (each)
Separated Under Honorable Conditions ¹⁶ Member completed 90% of 1st term Member DID NOT complete 90% of 1st term	yes ¹⁷ yes ¹⁷	yes ¹⁷ yes ¹⁷	yes yes	yes ¹⁸ yes ¹⁸	no ¹⁹ no ¹⁹	yes yes	no no	no no	yes yes
Separated Under Other Than Honorable Conditions ¹⁶	yes ²⁰	yes ²⁰	yes ²¹	yes	no ¹⁹	yes	no	no	no
Placed on TDRL	yes ²²	yes ²²	yes ²²	yes	no ¹⁹	yes	no	no	yes
Retired with pay (other than for disability); discharged with severance or separation pay; involuntarily released from active duty with readjustment or separation pay ²³	yes	yes	yes	yes	no ¹⁹	yes	no	no	yes
Retired for disability; involuntarily separated (as defined in JFTR, App A), or separated under VSI or SSB program ²³	yes	yes	yes	yes	no ¹⁹	yes	no	no	yes

Table U5A-1

PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE**U5100 GENERAL**

This Part prescribes members' entitlements to travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are entitled to these allowances whether or not they take leave en route.

NOTE: When residence relocation is unnecessary because the old and new PDSs are in proximity to each other, the member may not be paid **MALT PLUS**, unless ordered to perform TDY en route.

U5105 TRAVEL AND TRANSPORTATION OPTIONS

A. General. A member may elect to:

1. travel by POC (see subpar. B), or
2. personally procure common carrier transportation (see subpar. C), or
3. be provided transportation in kind (see subpar. D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see subpar. E),
- ★ 2. the transportation mode is directed (including members traveling together with no/limited reimbursement directed in the orders) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

B. MALT PLUS for POC Travel. POC use for PCS travel, other than transoceanic, is advantageous to the Government. A member traveling by POC is entitled to MALT PLUS. The MALT is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U5150). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Per diem or AEA (as prescribed in Chapter 4, Part B or C) cannot be paid for the same day as MALT PLUS. However, a per diem or AEA is authorized for any necessary delay or processing time at a passenger port of embarkation/debarkation or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3).

1. MALT Rates. A member's MALT rate depends on the number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling incident to PCS orders. MALT rates per POC are:
 - a. \$0.15 per mile for one authorized traveler,
 - b. \$0.17 per mile for two authorized travelers,
 - c. \$0.19 per mile for three authorized travelers, and
 - d. \$0.20 per mile for four or more authorized travelers.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is entitled to the MALT and expense reimbursement.

(NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).

2. Per Diem. A flat per diem of \$50 shall be paid for each day required for PCS travel between authorized points, up to the allowable travel time computed under par. U5160. If used, Government quarters and/or mess have no effect on the amount of per diem paid. Each member traveling in a POC is entitled to the \$50 per diem.

C. Reimbursement for Personally Procured Common Carrier Transportation Plus Per Diem. A member who procures common carrier transportation at personal expense is entitled to reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. The member may elect to procure common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order and be reimbursed for the transportation cost for the mode authorized and used. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a commonly traveled direct route in accordance with a schedule(s) necessary to meet the requirements of the orders. ***Reimbursement under this subparagraph is based on special Government contract fares only if Government-procured transportation is available under par. U3120 (B-163758, July 24, 1972).*** Per diem entitlement is computed under par. U5113.

D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem. When the Government provides transportation at no cost, the member is entitled to per diem under par. U5113.

★ E. Travel by Mixed Modes

1. General. If a member travels by mixed modes for a separate journey (see par. U5150), entitlement is determined under subpar. 2.

(NOTE: The following travel is not considered in determining if mixed mode travel is involved in a journey:

- a. travel between the duty station and local common carrier terminal, or
- b. travel between Government and commercial terminals.

2. Computation. Total reimbursement for POC and personally-procured commercial travel may be no more than the MALT PLUS payable for the entire ordered travel distance less the cost of any Government-procured transportation used for a portion of the journey.

U5106 TRANSPORTATION BETWEEN GOVERNMENT AND COMMERCIAL CARRIER TERMINALS

When a member must procure transportation (other than a taxicab, airport limousine, bus, streetcar, subway or special conveyance) at personal expense between Government and commercial carrier terminals, the member is reimbursed for this transportation. See Chapter 3, Part E.

★ **U5107 POC TRAVEL PROHIBITED**

Each Service may issue regulations prescribing exigencies under which order-issuing officials may prohibit members traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement) from using a POC. If there are no such regulations, orders prohibiting POC transportation are without effect. Paragraph U5108 applies if the member's orders state that POC travel is prohibited, or specifically

direct a particular transportation mode (see par. U3002). *If the member travels by POC, there is no travel reimbursement entitlement.*

★ **U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR TRAVEL WITH NO/LIMITED REIMBURSEMENT (CHAPTER 4, PART A) DIRECTED**

If a member is directed to use a specific transportation mode, par. U5105 does not apply. When a mode is directed, reimbursement for expenses is authorized as follows:

A. Government Conveyance. When exigencies of the Service require Government conveyance use for PCS travel, the orders must direct it. *If a member's PCS orders direct Government transportation use and the directed mode is available in time to comply with the orders but the member elects to travel by another mode at personal expense, the member shall not be reimbursed for transportation costs.* If the directed Government conveyance is not available in time to comply with the orders, see par. U5105-B or C.

★ B. Common Carrier. Each Service may issue regulations prescribing conditions under which order-issuing officials may direct members traveling as individuals (as distinguished from members traveling together under orders directing no/limited reimbursement) to use common carriers. The regulations must indicate the Service exigencies that require such action. In the absence of such regulations, orders directing common carrier transportation are without effect. Ordinarily, travel is directed by Government-procured transportation. *If the member fails to travel by the directed mode and that mode is available in time to comply with the orders, the member shall not be reimbursed for transportation costs.*

★ C. Members Traveling Together Under Orders Directing No/Limited Reimbursement. When Service exigencies require that members perform PCS travel by traveling together with no/limited reimbursement, that requirement must be stated in the orders. The guidelines and considerations in directing TDY in Chapter 4, Part A also apply for PCS. Members shall not be reimbursed for transportation costs. Necessary transportation (including sleeping accommodations, if available and required) must be furnished by the Government. Quarters and meals (by meal tickets (par. U5018), or otherwise) should be provided by the Government. No per diem or AEA is payable. If meals and/or quarters are not furnished, reimbursement is authorized for occasional meals and quarters in the same manner as for members on TDY under par. U4510. Most members pay the food cost without operating expense for Government meals and are not reimbursed this amount under occasional meals.

D. Transportation Mode Directed to First Duty Station Upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations authorizing order-issuing officials to direct in travel orders the use of Government transportation or common carriers and meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. *If a member fails to travel by the mode directed in the member's orders and that mode is available in time to comply with the orders, the member shall not be reimbursed for transportation costs.* When the directed mode is not available, reimbursement is authorized. In such cases, a member traveling by POC is entitled to reimbursement at the applicable MALT rate for the official distance of the ordered travel and a member who procures common carrier transportation at personal expense is entitled to reimbursement under par. U3110 or U3115, as applicable. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government or Government-procured transportation and meal tickets are used, the member is entitled to reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

E. When Foreign Government Transportation Is Directed or Used. *When transportation, under the terms of a contract or agreement between the United States and a foreign government and at no cost to the United States or the member, is directed and available but the member travels by a different mode, the member shall not be reimbursed for transportation costs. When a member uses transportation furnished by a foreign government on a complimentary basis, there is no entitlement to transportation allowance for that portion of the travel.*

U5109 MISCELLANEOUS REIMBURSEMENT

For reimbursement of miscellaneous travel expenses incurred during a PCS move, see Chapter 4, Part F.

U5113 PER DIEM FOR PCS TRAVEL

A. Rate. The per diem rate for the new PDS and the procedure in par. U4125 are used for PCS travel when transportation is personally procured (par. U5105-C), furnished in kind, or Government procured (par. U5105-D), for separate legs of a journey (par. U5150). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover.

B. Partial Days of Travel. The 75% rate in par. U4125-A3a applies to the days of departure and arrival at PDSs, designated places, or COT leave locations. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4125-A3).

C. Entitlement. Whenever PCS travel is completed on a single calendar day with more than one leg of a journey involved (par. U5150), and at least one leg is performed by POC, the member is entitled to per diem as in par. U4125. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time. When Government quarters are available on an OCONUS U.S. installation a member in a travel status is entitled to an incidental expense rate of \$3.50 for all full travel days, except for the day travel begins or ends.

U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

★ A. General. Except as specifically provided in subpars. B and C, members traveling on PCS orders that neither direct a transportation mode nor specify that the members is to travel with other members with no/limited reimbursement, to, from or between OCONUS points, are entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water POE serving the old PDS;
2. transportation by available Government aircraft or vessel, otherwise Government-procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see subpar. D) plus applicable per diem; and
3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water POD serving the new PDS and the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under items 1 and/or 3, see par. U5413.

B. When Land Travel Only Is Involved. Except as specifically provided in subpar. C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

C. Transoceanic Travel

1. General. When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

- a. personal travel under subpar. A;

- b. dependents' travel under par. U5205-B; and
- c. POV delivery to the vehicle processing center for shipment under par. U5413.

2. POC Travel

- a. General. When transoceanic travel usually would be involved but the member is authorized to and travels by POC as advantageous to the Government for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Such reimbursement is authorized even though it exceeds that authorized in subpar. 1.
- b. Travel Partly by POC and Partly by Common Carrier. When travel by POC has been authorized as prescribed in subpar. a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is under par. U5105-E.

3. POC Travel Involving a Car Ferry. When a member travels between two PDSs partly by POC and partly by transoceanic car ferry (circuitously or otherwise), the member is entitled to:

- a. MALT PLUS for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS (***NOTE: If more than one car ferry is used, MALT PLUS is payable for overland travel between ferries.***);
- b. Government-procured transportation or reimbursement for the transportation cost of personal travel for the member on the car ferry (including the cost of required staterooms but not the cost of meals);
- c. reimbursement for ferry fees;
- d. dependents' transportation as for members in items a and b;
- e. for travel aboard a car ferry other than on the Alaska Marine Highway System, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem from the day following embarkation through day of departure (debarkation) at the rate applicable to the POD; or
- f. for travel aboard an Alaska Marine Highway System car ferry, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem from the day following embarkation through day of departure (debarkation) at the highest CONUS M&IE rate.

The nonavailability of U.S. registered carrier certificate or memorandum required by par. U3125-C6 must be attached to the voucher, when applicable.

D. Reimbursement for Transoceanic Transportation Costs

- 1. Government or Government-Procured Transportation Available. *When travel is directed by Government or Government-procured transportation and the member performs transoceanic travel at personal expense, no reimbursement for the transoceanic travel is authorized.* If Government and Government-procured transportation are both authorized and available, the member is entitled to reimbursement for the cost of the transportation used up to the cost of the lowest priced transportation mode authorized and available.
- 2. Government Transportation and Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is entitled to reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Vessels or Aircraft of Foreign Registry. *See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on vessels or aircraft of foreign registry.*

E. Reimbursement When Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is entitled to:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS,
2. reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem, and
3. reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the certificate required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a certificate stating U.S.-flag was not available on the circuitous route.

The total amount of reimbursement shall not exceed the amount the member would have been entitled to under subpar. A via the direct route between the old and new PDSs. If travel by a specific mode is directed in a member's orders and the member travels by a different mode, the maximum cost computed under subpar. A shall be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel When Orders to Active Duty Are Received at a Place Other Than That to Which Addressed. When orders to active duty are received at, and travel begins from, a place other than that to which the orders were addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the orders were addressed.

B. PCS Orders Received at TDY Station. A member, who receives PCS orders while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Orders Received While on Leave

1. Orders Received While on Leave from TDY Station. A member, who receives PCS orders while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).
2. PDS Changed or Assigned While on Leave from the PDS. A member, who receives PCS orders while on leave from the old PDS, and begins PCS travel from that site, is entitled to PCS allowances from the place where orders are received to the new PDS, not to exceed allowances from the old to the new PDS.

D. PCS With TDY at a Location Near (But Outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member shall occupy at the new PDS. This applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on and after the date of transportation of the PCS HHG weight allowance. Quarters at the new PDS are permanent on and after the date the PCS HHG weight allowance is accepted. Transportation expenses incurred in commuting between such quarters and the place of TDY may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A

member required to procure meals at personal expense outside the PDS limits shall be reimbursed for the meal(s) under par. U4510. When travel outside the TDY area is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized.

NOTE: See par. U4102-D for TDY en route within the limits of the old or new PDS.

E. Orders Canceled, Amended or Modified En Route

1. Orders Canceled Returning Member to the Old PDS. If PCS orders are canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

2. Orders Amended or Modified to Name a New PDS or En Route TDY Station. If PCS orders are amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which amended orders were received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

F. Orders Involving Units with Homeports or PDS Locations. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service concerned when the member must

1. assist in the transportation of dependents and/or HHG,
2. pick up personal items, or
3. personally drive the member's POC.

1. Homeport Changed. When a unit's homeport is changed, a member may be paid PCS allowances to the old homeport and then to the new homeport via any TDY stations(s). If the unit is at the old homeport, the member may be paid PCS allowances from old homeport to the new homeport and return to the unit via any TDY station. This travel must begin within 1 year from the effective date of the homeport change, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose homeport is changed, the PCS allowances accrue from the leave point to the new homeport via the old homeport, not to exceed the allowances payable from the unit's location when the member departed on leave to the new homeport via the old homeport (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)).

2. PCS From a Unit When the Unit Is Away from Homeport/PDS. A member, ordered PCS while with the unit away from its homeport or PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old homeport/PDS and any TDY station(s).

3. PCS to a Unit When the Unit Is Away from Homeport/PDS. A member, ordered PCS to a unit that is deployed away from its homeport/PDS, may be paid PCS allowances from the old PDS to the new unit via its homeport/PDS and/or any TDY station(s).

4. PCS to a Unit Whose Homeport Change Has Been Announced and the Member Arrives Before or After the Effective Date of Homeport Change. A member, ordered PCS to a unit whose homeport change has been announced and who travels to the new homeport either before or after the effective date of the homeport change, may be paid PCS allowances from the old PDS to the unit via the new homeport and any TDY station(s) (60 Comp. Gen. 561 (1981)).

5. PCS to a Ship With a Homeport Assignment Effective Upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced homeport is different from the member's old PDS, may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced homeport via any TDY stations, and then to the place where the ship is located. For two-crew ships, both crews may be paid these

allowances. This travel must begin within 1 year from the effective date of the ship's commissioning (60 Comp. Gen. 561 and 564 (1981)).

6. PCS From a Unit Undergoing a Homeport Change. A member, ordered PCS from a unit undergoing a homeport change and who detaches after the effective date of the homeport change, may be provided PCS allowances from the unit to the new PDS via the old homeport (or a designated place, if applicable) and any TDY station(s) (60 Comp. Gen. 562 (1981)).

7. Travel to/from a Place Other Than The New/Old Homeport. A member traveling under subpars. 1 through 6, may be paid PCS allowances for travel via:

- a. a place other than the old homeport to the new homeport,
- b. the old homeport to a place other than the new homeport, or
- c. a place other than the old homeport to a place other than the new homeport.

Allowances shall not exceed those payable for travel between the locations authorized in the subparagraphs.

G. Travel to/from a Designated Place. A member, ordered on a PCS who travels to a designated place, may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via the designated place,
2. the designated place via any TDY station(s) and then to the new PDS, or
3. any TDY station(s) via the designated place and then to the new PDS

but not for round-trip travel between a TDY station and designated place. On a subsequent PCS that results in relocation of dependents, the member may be paid PCS allowances for travel from the old PDS to:

1. the new PDS via any TDY station(s) and/or the designated place; or
2. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place.

These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must travel to the designated place to assist:

1. in moving dependents,
2. dependents with HHG shipment, or
3. dependent transportation by POC.

(60 Comp. Gen. 562 (1981)). If member is divorced or dependents die before the effective date of the subsequent PCS and the member no longer has dependents at the designated place, the member may be authorized PCS allowances for travel to the designated place to pick up HHG or personal items, or to use the member's or dependent's POC for transportation.

H. Member Escorts Dependents to/from a Designated Place in Connection With a Unit PCS Move to/from an OCONUS Unaccompanied Tour

1. CONUS PDS to OCONUS PDS. Members of a unit who are required to travel on a PCS from a CONUS

PDS to an OCONUS PDS with the unit for an unaccompanied tour may escort dependents from the old PDS to a designated place, and return to the PDS before departure for the OCONUS PDS. Members who do, are entitled to round trip PCS allowances between the old PDS and the designated place; however, the allowable travel time for return to the PDS is limited to constructive travel time (par. U5160-D) as if the travel had been performed by Government-procured transportation.

2. OCONUS PDS to CONUS PDS. Members of a unit who are required to travel on a PCS from an unaccompanied tour at an OCONUS PDS to a CONUS PDS with the unit may escort dependents from the designated place to the new PDS. Members who do, are entitled to round trip PCS allowances between the new PDS and the designated place; however, the allowable travel time for travel from the new PDS to a designated place is limited to constructive travel time (par. U5160-D) as if the travel had been performed by Government-procured transportation.

I. Member Ordered PCS from OCONUS PDS from Which Dependents Have Been Evacuated. A member, ordered on a PCS from an OCONUS PDS from which dependents were evacuated under par. U6004, may be paid PCS allowances for travel from the old PDS to

1. the new PDS via the designated place or safe haven, as applicable;
2. the designated place or safe haven, as applicable, via any TDY station(s) and then to the new PDS;
3. any TDY station(s) via the designated place or safe haven, as applicable and then to the new PDS; or
4. the authorized processing station, if appropriate, to the HOS, HOR, or PLEAD via the designated place or safe haven, as applicable;

but not for round-trip travel between a TDY station and a designated place or safe haven. These travel allowances may be authorized/approved by the official(s) designated by the Service concerned when the member must:

1. assist in the transportation of dependents and/or HHG,
2. pick up personal items, or
3. personally drive the member's POC.

Travel to a designated place must occur before the member completes PCS travel.

J. Unable to Travel With Member's Organization. A member, unable to travel to the new homeport/PDS with member's organization for reasons acceptable to the Service, but who later joins it under competent orders, is entitled to the allowances in par. U5105.

K. PCS to Hospital. PCS travel allowances are payable, if otherwise proper, for travel to, from, or between hospitals, provided the orders do not contemplate return to the PDS.

L. Member Dies While En Route to New PDS. PCS allowances are payable on behalf of a member traveling on a PCS, who dies after beginning the travel, from the old PDS to the place of death. The amount paid shall not exceed the amount for travel from the old PDS to the ordered new PDS.

M. Directed Travel Over Other than a Usually Traveled Route. When ordered to travel over a route involving a higher cost to the Government on orders that are amended or modified while en route, a member is entitled to allowances over the ordered route.

U5125 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM**A. General****1. Travel in CONUS.** A member on active duty, who:

- a. is separated from the Service or relieved from active duty in CONUS under conditions other than those in subpar. 5, subpars. B and C, and par. U5130-A1;
- b. has a break in service of at least 1 calendar day; and
- c. actually travels

is entitled to travel and transportation allowances prescribed in par. U5105 from the last PDS to the HOR or PLEAD, as the member elects. A member traveling to a different location is entitled to allowances for travel performed up to the amount payable for travel from the last PDS to the HOR or PLEAD, whichever is greater.

2. Travel OCONUS. A member on active duty, who:

- a. is separated from the Service or relieved from OCONUS active duty under conditions other than those in subpar. 5, subpars. B and C, and par. U5130-A1; or
- b. is entitled to travel allowances under this paragraph to an OCONUS HOR or PLEAD; and
- c. has a break in service of at least 1 calendar day; and
- d. actually travels

is entitled to travel and transportation allowances under par. U5116.

3. Travel to and from Place of Separation. A member may travel to the HOR or PLEAD as the member elects from the last PDS via a separation station of the member's choice. The member is entitled to travel and transportation allowances up to the amount payable had the member been ordered to, traveled to, and separated at, the appropriate separation activity (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the separation station away from the PDS while undergoing separation processing.

4. Order Received at a Leave Location. When a member receives a discharge certificate or separation order at a place to which the member traveled at personal expense on authorized leave, the member is entitled to travel and transportation allowances under subpar. 1 or 2, whichever applies, from the member's last actual or constructive place of duty and not from the place at which the member received the discharge certificate or separation order. For definition of last duty station, see Appendix A.

5. Member Serves Less Than Prescribed Period of Service. A member:

- a. separated from the Service or relieved from active duty during the initial enlistment period or agreed period of service, and
- b. whose period of active duty service at separation or relief from active duty is less than 90 percent of the active duty period for which the member initially enlisted or otherwise initially agreed to serve, shall be provided only:

- (1) transportation in kind (no per diem) by the least expensive transportation mode available, or
- (2) be paid an amount up to the Government's cost of such transportation.

This limitation shall not apply to members in the following categories:

- a. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 U.S.C. (see par. U5130-A1);
- b. retired with pay for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break of more than 90 days (see par. U5130-A1) (B-160488, February 14, 1967);
- c. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;
- d. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and the member is separated or released under honorable conditions;
- e. discharged under 10 U.S.C. §1173 for hardship; or
- f. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/30 September 1999) or from the Coast Guard (on/after 1 October 1994 through/30 September 1999).

B. Separation from the Service or Relief from Active Duty to Continue in the Service. A member, separated from the Service or relieved from active duty for the express purpose of continuing on active duty in the same or another Service, is not entitled to travel and transportation allowances. This prohibition does not deny PCS entitlements when the member is transferred on PCS orders in conjunction with reentry into or continuance in the Service. The service performed after separation from the Service or relief from active duty is, so far as travel rights are concerned, merely a continuation of the prior period of service. (see 45 Comp. Gen. 661 (1966)).

C. Discharge from the Service Under Other Than Honorable Conditions. See Chapter 7, Part P.

D. Time Limitation. Except when additional time is authorized/approved, travel must be completed before the 181st day following separation from the Service or relief from active duty. If completion of travel before the 181st day imposes a hardship on the separated member, an extension of the time limit may be authorized/approved for a specific additional period of time by the Secretarial Process.

E. Member Ordered to a Place to Await Disability Proceedings Results. A member who is:

1. found unfit by a physical evaluation board to perform the duties of the member's grade,
2. not entitled to a HOS move under par. U5130, and
3. ordered to a place to await completion of the disability proceedings for the convenience of the Government,

is entitled to travel and transportation allowances for travel to that place providing the member signs a release agreeing not to contest the results of the initial physical evaluation board. Upon final disposition of disability proceedings, the member is entitled to travel and transportation allowances from that place.

F. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to travel and transportation allowances to the college.

U5130 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM**A. General**

1. Travel to HOS Authorized. A member on active duty is entitled to travel and transportation allowances to a home selected by the member from the last PDS when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);
- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- e. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 30 September 1999) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 1999); or
- f. separated under the VSI or SSB program from a DoD Service (on/after 5 December 1991 through/ending 30 September 1999) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 1999).

A member may select a home :

- a. any place within the United States;
- b. the HOR outside the United States (see par. U5125-A) or the place outside the United States from which the member was initially called or ordered to active duty (53 Comp. Gen. 963 (1974), 54 id. 1042 (1975)); or
- c. any other place. (***NOTE: Allowances paid in this case shall not exceed those payable had the member selected a home at a CONUS location specified by the member.***)

NOTE: A member with 18 or more years of active service as of 1 November 1981 may select a home any place in the world.

2. Travel to HOS Not Authorized. A member on active duty is entitled to travel and transportation allowances under par. U5125-A when the member:

- a. is retired without pay;
- b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability or involuntary separation as described in subpar.1, item e; or
- c. has less than 8 years of continuous active duty immediately preceding discharge with severance or separation pay, or is involuntarily released to inactive duty with readjustment or separation pay other than as described in subpar.1, items e and f.

3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

1. General. Except as provided in subpars. 2, 3, and 4, travel to a selected home must be completed within 1 year after active duty termination. Once a home is selected, that selection is irrevocable if transportation in kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process.

b. During the 1-Year Period After the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process.

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for acceptable civilian employment or who begins such education or training during the period specified in subpar. 1, as extended by subpar. 2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and

b. the extended time must be authorized/approved by the Secretarial Process.

A further extension of this time limit may be authorized/approved by the Secretarial Process.

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in subpar. 1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it is in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under subpar. B.

D. Recalled to Active Duty After Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under subpar. A or B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

U5150 SEPARATE CONSIDERATION OF EACH PORTION OF THE JOURNEY

When determining the allowances payable, travel between any two points falling within the following categories is a separate journey:

1. PDS,
2. TDY station,
3. passenger port of embarkation,
4. passenger port of debarkation,
5. first duty station,
6. last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. a designated place, and
11. a COT leave location.

U5155 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). See par. U2020 for DTOD requirements.

B. Privately Owned Airplane. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, unless adverse weather, mechanical difficulty, or unusual conditions cause necessary detours. Additional air distance must be explained in the travel claim. If distance cannot be determined by airway distance charts the flight time multiplied by cruising speed of the aircraft may be used to determine distance.

U5160 COMPUTATION OF ALLOWABLE TRAVEL TIME

A. General. A member performing PCS travel is entitled to the travel time allowable to complete the PCS move. A member reassigned between activities at the same PDS is allowed no travel time. If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's entitlement to travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the location of the unit(s) on the departure date or the planned location at the arrival date are used to determine entitlement to travel time. The "arrival date" and "departure date" are the authorized days of arrival, reporting, detachment, departure, sign in or sign out as used by the Service concerned. The maximum travel time that may be allowed under this paragraph is that which would have been allowed under subpar. B had travel been performed entirely by POC. In computing travel time, the miles from the home, office, or residence to the local common carrier terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under subpars. B, C, D, E, F and G. Travel time allowed may differ from the time allowed for per diem computation purposes.

★ B. POC Travel. Generally, 1 day of travel time is allowed for each 350 miles of official distance of ordered travel. If the excess is 51 miles or more after dividing the total number of miles by 350, one additional day of travel time is allowed. When the total official distance is 400 miles or less, 1 day's travel time is allowed. **See par. U5100 NOTE. See subpar. H for additional travel time authority.**

C. Transoceanic Travel. Travel time for transoceanic travel by aircraft or vessel is the actual time required for the travel by the normal direct routing. The day of embarkation or debarkation at the port awaiting transportation is included in the actual time for ocean or transoceanic travel regardless of the hour of embarkation or debarkation.

D. Travel by Government Conveyance and/or Common Carriers on Government-procured Transportation. Travel time for travel by Government conveyance (except Government automobile) and/or common carriers obtained by *Government-procured transportation* is allowed for the actual time needed to travel over the direct route including necessary delays for the transportation mode used. Travel time for travel by Government automobile is computed under subpar. B.

E. Travel By Other Than Directed Mode. A member, directed to travel by an available specific transportation mode who elects to travel by another mode, is limited to the actual travel time used, not to exceed the allowable travel time for the directed transportation mode.

★ F. Common Carrier at Personal Expense or Mixed Modes Travel

1. General. Authorized travel time, when a member travels by common carrier at personal expense or by mixed modes (par. U5105-E), is:

- a. travel time authorized for the total distance traveled by POC in whole days as in subpar. B, up to the travel time authorized for the official distance between origin and destination and
- b. 1 day for commercial transportation other than transoceanic (see subpar. C).

Regardless of the number of transportation modes used, authorized travel time may not exceed that allowed in subpar. B as if POC were used for the entire travel (unless additional travel time is authorized under subpar. H).

2. Computation When Travel Is by Mixed Modes. Compute authorized mixed-mode travel time as follows:

Step 1--Determine the official distance between authorized travel points as prescribed in par. U5155;

Step 2--Determine the total number of miles traveled by POC, up to the distance in Step 1, and compute travel time in accordance with subpar. B;

Step 3 --Add one day for travel by common carrier (non-transoceanic), if there is any remaining distance (Step 1 distance minus the Step 2 distance); and

Step 4 --Compare the number of days in step 3 to the number of days had POC been used for the entire distance and allow the lesser of the two.

Example 1: Official distance 1,500 miles; member travels 800 by POC, 600 by rail, and 900 by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for a total of 4 days.

Example 2: Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in authorized travel time of 3 days.

Example 3: Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day travel time is allowed.

For travel by mixed modes, the distance traveled to leave points is considered when computing travel time. The following are not considered:

- a. travel at a leave point;
- b. travel at the old or new PDS or TDY stations; and
- c. travel from a leave point to another location and return to the same leave point, (i.e., travel to leave point in Chicago, IL, subsequent travel to Kansas City, MO; St. Paul, MN, to Chicago, IL - total distance is disregarded).

G. Elapsed Time Is Less Than Authorized. Whenever the elapsed time from departure date through arrival date is less than the authorized travel time, the elapsed time is used.

Example: Official distance travel is 1,500 miles. The member departs 1 June and arrives 4 June. Travel is performed by POC. The maximum allowable travel time is 5 days; however, elapsed time is 4 days, so the member is authorized 4 days as travel time.

- ★ H. Additional Travel Time. Additional travel time may be authorized/approved by the member's new commanding officer when travel is delayed beyond that authorized in subpars. B-F for reasons beyond the member's control (such as acts of God, restrictions by Government authorities, difficulties in obtaining fuel for POCs, or other satisfactory reasons). The amount of additional travel time authorized may be the actual period of delay or a shorter period as determined appropriate. The explanation of the circumstances which necessitated the delay, together with the commanding officer's action, must be attached to the voucher.

U5165 ADVANCE OF FUNDS

Travel and transportation allowances prescribed for members may be paid in advance (see par. U1010-B4). Members failing to complete at least 90 percent of their initial prescribed service periods (par. U5125-A5) and members discharged under other than honorable conditions (par. U5125-C), may be advanced only an amount equal to 75 percent of the least costly available common carrier transportation mode.

U5205 TRAVEL AND TRANSPORTATION OPTIONS**A. Monetary Allowance in Lieu of Transportation (MALT)**

1. General. A member entitled to dependents' travel and transportation allowances under par. U5203 is authorized MALT at the rates provided in par. U5105-B1 for dependent travel by POC (exclusive of transoceanic travel). Except as provided in subpar. 2, the MALT rates authorized for dependents' travel are for the use of one or two POCs. MALT payment does not affect entitlement to transportation-in-kind for other dependents not taken into account in computing the amount of authorized MALT.

2. Use of More Than Two POCs. Reimbursement for the use of more than two POCs within the same household for PCS travel may be authorized/approved as advantageous to the Government if (***NOTE: "family members" or "dependents" in the following subparagraphs includes only those traveling by POC:***

- a. more than eight family members travel together by POC, including the member;
- b. because of age or physical condition, a dependent needs special accommodations in one vehicle and second and third vehicles are required for other family members;
- c. a member must report to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (such as school term completion, property sale, settlement of personal business affairs, HHG transportation, non-availability of adequate housing at the new duty station) and five or more dependents travel by POC later;
- d. five or more dependents travel unaccompanied by POC between authorized points other than those for the member's travel (such as travel to a designated place or to the new PDS when member has TDY en route);
- e. five or more dependents travel unaccompanied to the new duty station in advance of the member's reporting date for acceptable reasons (such as to enroll children in school at the beginning of the term); or,
- f. special circumstances (as determined through the Secretarial Process) not included in a through e exist, such as travel over the ALCAN Highway, where extra spare tires, parts and tools must be carried.

When the use of more than two POCs is authorized/approved, the prescribed MALT applies for each POC. The same POC may be used for more than one trip between the old and new PDSs if the member and/or a dependent drives it to the new PDS, and then returns it to the old PDS, at no expense to the Government, for the purpose of driving other dependent(s) and/or member to the new PDS. Under these circumstances, the prescribed MALT applies except that the MALT rate is to be determined on the basis of the number of dependents and the member, if appropriate, who did not travel by POC on the first trip. The applicable conditions in items a through e must be shown in the travel order or indicated by specific approval on the travel voucher.

B. Transoceanic Travel

1. Transportation Mode. Air travel is the normal transportation mode for dependents to, from, or between OCONUS areas except for travel between CONUS and Newfoundland, Canada. Maximum use should be made of Government air transportation. However, dependents are not required to use Government air transportation. When dependents agree to use Government air transportation, they shall not be required to use other than regularly scheduled transport type aircraft ordinarily used for passenger service. When appropriate Government air transportation is available, and travel by aircraft is not medically inadvisable but a dependent elects to travel at personal expense, reimbursement is in accordance with par. U5116-D1.

2. Air Travel Medically Inadvisable. When air travel is medically inadvisable for family member, the family shall not be separated unless it agrees to be. When air travel is medically inadvisable, surface transportation provided shall be the least costly first-class passenger accommodations on a commercial ship. See par. U3130-D concerning the requirement to use vessels of U.S. registry. The provisions in par. U5116-D1 for directing a member to use Government transportation or Government-procured transportation do not apply when a medical condition prevents a family member's travel by aircraft.

3. Travel by Oceangoing Car Ferries. When travel is by oceangoing car ferry, allowances are as prescribed in pars. U5116-C and U5210.

U5210 PER DIEM RATES FOR DEPENDENTS' TRAVEL

A. General. A member is authorized a per diem allowance for each dependent's travel in connection with the member's PCS, or for other travel as hereinafter prescribed in this Part. Travel time for which per diem may be paid is determined under par. U5160 in the same manner as for a member. A member's travel time and the amount of per diem actually paid for the member's travel in connection with the PCS, are not used in computing the per diem allowance for travel of any of the dependents in subpars. B and C.

B. Dependent(s) Accompany Member. When dependents travel with a member, the member is entitled to per diem for each dependent while traveling, and at points of delay, in an amount equal to the following percentage of the per diem to which the member is entitled:

1. three-fourths for each dependent 12 years of age or older; and
2. one-half for each dependent under 12 years of age.

When more than one POC is used as provided for in par. U5205-A, and the dependents traveling in the POCs travel along the same general route on the same days as the member, the dependents are accompanied by the member. A member's TDY location is not a point of delay for a dependent. No per diem is authorized for a dependent for time at a TDY location.

C. Dependent(s) Travel Independently. Dependents are not 'accompanying the member' when they travel separately from a member on different routes or at different times. The member is entitled to a per diem for these dependents as follows:

1. One Dependent Traveling Separately. An amount equal to the per diem to which the member would have been entitled for personal travel.

2. Two or More Dependents Traveling Separately. When two or more dependents travel together separate from a member, the member is entitled to per diem for one member-designated dependent, 12 years of age or older, in an amount equal to the per diem to which the member would

have been entitled for personal travel. For each of the other dependents, who is 12 years of age or older, traveling with that dependent, the member is entitled to per diem in an amount of three-fourths of the per diem to which the member would have been entitled for personal travel. For each dependent under 12 years of age, the per diem is one half of the per diem to which the member would have been entitled.

U5212 REIMBURSABLE EXPENSES

When transportation-in-kind is furnished or a member is reimbursed for transportation, the member is entitled to reimbursement for the following expenses incurred incident to dependents' transportation:

1. taxicab, bus, streetcar, subway, or other public carrier fares when free transfer is not provided between places of abode and carrier terminals, between carrier terminals, and from carrier terminals to lodging and return when required by transportation delays en route which are beyond the dependents' control;
2. MALT, as prescribed in par. U5203-A, first itemization, item 3 for POC travel, in lieu of reimbursement for public carrier fares authorized by item 1 between places of abode and carrier terminals;
- ★ 3. tips to train attendants when dependents travel separately from a member, up to \$1 each calendar day for a dependent traveling alone or for each family of two or more dependents traveling together; customary tips for baggage handling (except at hotels), tips to taxi drivers;
4. baggage checking and transfer costs, when costs are itemized and the number of pieces are shown on the claim;
5. passport, visa, and change of status fees, including costs of required photographs and birth certificates, or other acceptable evidence of birth. Expenses for legal services incurred for processing applications for passports, visas, or changes in status even though local laws or custom may require the use of lawyers in processing such applications are not reimbursable;

- b. when dependents traveled at Government expense incident to the member's hospitalization--from the place where dependents are located upon completion of hospitalization, up to entitlement for travel from the hospital to which the member was transferred when dependents traveled at Government expense.

L. Convicted Personnel Awaiting Completion of Appellate Review. A member stationed in CONUS, who is placed on leave involuntarily while awaiting completion of appellate review of a court-martial sentence to a punitive discharge or dismissal from the Service, may be provided transportation for dependents. Such transportation is provided only if authorized/approved through the Secretarial Process. The procedures in par. U5225-F apply. If restored to duty, the member is entitled to dependents' PCS travel and transportation allowances from the place to which travel was authorized when placed on appellate leave to the member's PDS. When dependents travel at Government expense to the HOR or PLEAD, or to some other place under this subparagraph, such travel constitutes final separation travel unless the member is restored to duty (63 Comp. Gen. 135 (1983)).

M. Ship Being Constructed or Undergoing Overhaul or Inactivation

1. General. Dependents of a member on duty aboard a ship:

- a. being overhauled or inactivated at a place other than its homeport or
- b. if the homeport is changed to the port of overhaul or inactivation and the dependents are residing in the area of the homeport or former homeport,

may be provided transportation under subpar. 4 in lieu of member's entitlement, to the port of overhaul or inactivation, up to the cost of Government-procured commercial round trip travel for the member. Such dependent travel, in lieu of member's travel, may be provided on or after the 31st day, and every 60th day after the 31st day after the date on which the ship enters the overhaul/inactivation port or after the date which the member becomes permanently assigned to the ship, whichever is later.

Dependents shall not be provided transportation under this paragraph unless the member has been assigned to the ship for more than 30 consecutive days. A dependent who becomes entitled to a round trip before using a prior entitlement does not lose a previously earned entitlement. All travel authorized under this paragraph must begin before the ship departs from the overhaul/inactivation port. The term "area" means places surrounding the homeport from which personnel customarily commute daily to the homeport.

2. Homeport of Ship Not Changed. When the homeport of the ship is not changed, dependent travel is authorized between the homeport and the overhaul/inactivation port unless the member has elected personal travel under par. U7115-A, in which case dependents' travel under this paragraph is not authorized. However, the member has the option to alternate such travel, i.e., member, dependent(s), member, each time the entitlement becomes available. The dependents' travel under this paragraph may not exceed the cost of Government-procured round trip travel for the member.

3. Homeport of Ship Changed. When the ship undergoes a homeport change to the overhaul/inactivation port, dependents are authorized travel between the former homeport of the ship and the overhaul/inactivation port in lieu of PCS entitlements, if because of personal situations, dependents are not relocated (e.g., dependent receiving medical care and no similar facility exists at the overhaul/inactivation port) to the overhaul/inactivation port.

4. Dependents Travel While the Ship Is Being Constructed. When the entitlement conditions in this paragraph are met, the dependents of a member assigned to permanent duty in conjunction with the construction of a ship, at a location other than:

- a. the designated future homeport of the ship; or
- b. the area where the dependents are residing

may be provided transportation or an allowance for transportation for round trip travel to the construction port from either the site of:

- a. the future homeport of the vessel; or
- b. the area where the dependents are residing;

unless the member has elected personal travel under par. U7115-B, in which case dependents' transportation under this paragraph is not authorized. Members have the option to personally travel or substitute dependent travel each time the entitlement becomes available. The entitlement to this transportation accrues on or after the 31st consecutive day and every 60th day after the 31st day after the date on which the member becomes permanently assigned to the ship. A dependent who becomes entitled to a round trip before using a prior entitlement shall not lose a previously earned entitlement. All travel under this paragraph must begin before the ship departs the port of construction.

★ 5. Transportation Allowances. A member whose dependents travel under subpars. 1 and 4 is entitled to one, or a combination, of the following for the authorized round trip travel:

- a. transportation-in-kind or Government-procured transportation;
- b. reimbursement for the cost of personally-procured commercial transportation;
- c. the automobile mileage rate (See Appendix A) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable. Reimbursement under item b is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for the actual travel up to the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. The reimbursement under item b or the mileage under item c shall not exceed the cost of Government-procured commercial round trip air transportation for the member between the homeport or former homeport and the port of overhaul or inactivation. ***NOTE: Per diem or reimbursement for meals and lodging may not be paid in connection with travel under this paragraph.***

U5225 SEPARATION FROM THE SERVICE OR RELIEF FROM ACTIVE DUTY EXCEPT FOR DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY SEPARATION, AND SEPARATION UNDER THE VSI OR SSB PROGRAM

A. General. A member on active duty, who is separated from the Service or relieved from active duty under conditions other than those outlined in subpars. B through E and par. U5230-A1, is entitled to dependents' travel and transportation allowances up to the entitlement for travel from the PDS or place to which dependents were last transported at Government expense to the place to which the member elects to receive travel allowances under par. U5125.

B. Duty Station Erroneously Designated as HOR. An officer who upon:

1. being commissioned from an enlisted grade;
2. being commissioned in the regular establishment while on active duty as a member of the Reserves; or
3. accepting a new commission in the Reserves without a break in service;

and whose HOR was erroneously designated as the place where the member was then serving rather than the actual HOR, is entitled upon relief from active duty to dependents' travel and transportation allowances to the correct HOR if the:

1. member certifies that the duty station or a nearby place was erroneously designated as the HOR, and that the member's home was, in fact, at the certified place; and
2. certified place agrees with the member's residence of record in the Service concerned upon the member's enlistment or entry on active duty for the period of service during which the member obtained the commission.

C. Separation from the Service or Relief from Active Duty to Continue in the Service. A member who is separated from the Service or relieved from active duty to continue on active duty in the same or another status or in the same or another of the Uniformed Services, is not entitled to dependents' travel and transportation allowances unless the member is transferred on a PCS in conjunction with re-entry into or continuance in the Service.

D. Separation from the Service or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service. A member who is separated from the Service or relieved from active

duty by reason of expiration of enlistment or prescribed term of service and who, on the following day, reenters the Service at the station at which separated or relieved with no change of PDS, is not entitled to dependents' travel and transportation allowances.

E. Relief from Active Duty for Members of the Reserve Components Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of the reserve components who is ordered to:

1. active duty (including active duty for training) for less than 20 weeks; or
2. active duty training for 20 or more weeks, when the active duty is performed at more than one location, but is less than 20 weeks at any one location;

is not entitled to dependents' travel and transportation allowances in connection with relief from that active duty.

★ F. Member Serves Less Than Initial Prescribed Period of Service. This subparagraph applies to members separated from the Service or relieved from active duty who have not served at least 90 percent of an initial active duty enlistment or other initial period of active duty otherwise agreed to. A member may be provided dependents' transportation, if otherwise authorized, but no per diem, by transportation-in-kind by the least expensive common carrier transportation mode available or by payment of an amount equal to the Government's cost of the least expensive common carrier transportation that would have been furnished. This subparagraph does not apply to a member who is:

1. retired for physical disability or placed on the TDRL (without regard to length of service) under Chapter 61, 10 §U.S.C. (see par. U5230-A1, item a);
2. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (see par. U5230-A1, item b);
3. separated from the Service or released from active duty for a medical condition affecting the member, as determined by the Secretary concerned;

4. separated from the Service or released from active duty because the period of time for which the member initially enlisted or otherwise initially agreed to serve has been reduced by the Secretary concerned and is separated or released under honorable conditions;
5. discharged under 10 U.S.C. §1173 for hardship;
6. discharged incident to a court-martial sentence or administratively discharged under other than honorable conditions; or
7. involuntarily separated (see definition in Appendix A) from active duty in a DoD Service during the period beginning on 1 October 1990 and ending 30 September 1999 or from the Coast Guard during the period beginning on 1 October 1994 and ending 30 September 1999.

G. Time Limit. Except when additional time is authorized/approved, travel must begin before the 181st day following separation from the Service or relief from active duty for entitlement to exist under this subparagraph. When travel before the 181st day would impose a hardship on the separated member, an extension of the time limit may be authorized/approved for a specific additional period of time through the Secretarial Process.

H. Member Ordered to a Place to Await Results of Disability Proceedings. A member, who is found by a physical evaluation board unfit to perform the duties of the member's grade, and who is not entitled to select a home under par. U5130, but who, for the convenience of the Government, is ordered to a place to await the results of the disability proceedings, is entitled to dependents' travel and transportation allowances to that place providing the member signs a release that the results of the initial physical evaluation board shall not be contested. Dependents' travel under this subparagraph shall not preclude entitlement to dependents' travel when disability separation orders, or other orders, ultimately are issued. Such entitlement is subject to adjustment upon final disposition of physical disability proceedings so as not to exceed entitlement for the distance from the member's PDS at the time the member received orders to proceed in an awaiting orders status to the point to which the member is entitled incident to release from active duty, etc., less any amount previously paid for dependents' travel to the waiting point.

I. Member Ordered to a College. An enlisted member, who is selected for separation to pursue an undergraduate degree through the ROTC scholarship program is entitled to dependents' travel and transportation allowances to the college, the HOR, or PLEAD, as the member elects.

U5230 RETIREMENT, PLACEMENT ON TDRL, DISCHARGE WITH SEVERANCE OR SEPARATION PAY, INVOLUNTARY RELEASE FROM ACTIVE DUTY WITH READJUSTMENT OR SEPARATION PAY, INVOLUNTARY SEPARATION, OR SEPARATION UNDER THE VSI OR SSB PROGRAM

A. General

1. Travel to HOS Authorized. A member on active duty is entitled to the dependents' travel and transportation allowances from the last PDS or the place to which they last traveled at Government expense, to the member's HOS (under par. U5130) when the member is:

- a. retired for physical disability or placed on the TDRL (without regard to length of service);
- b. retired with pay for any other reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve) immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days (B-160488, February 14, 1967);
- c. separated with severance or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;
- d. involuntarily released from active duty with readjustment or separation pay immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days;

- e. involuntarily separated (see definition in Appendix A) from a DoD Service (on/after 1 October 1990 through/ending 30 September 1999) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 1999); or
- f. separated under the VSI or SSB program from a DoD Service (on/after 5 December 1991) through/ending 30 September 1999) or from the Coast Guard (on/after 1 October 1994 through/ending 30 September 1999).

A member authorized travel to a HOS under par. U5130-A, who qualifies under par. U5130-B or C by traveling to the HOS within the time limits specified, and whose dependents travel to a home other than the member's HOS, is entitled to dependents' travel and transportation allowances for travel actually performed up to the entitlement for travel from PDS, or place to which dependents were last transported at Government expense, to the member's HOS. Except as provided in subpar. B, the travel to a HOS must begin within 1 year after the member's termination of active duty. In the case of a member who has not moved dependents at Government expense during the current tour of duty, travel and transportation allowances for dependents' travel from the HOR is authorized. A member who is authorized HOS travel under par. U5130-A, may elect dependents' travel under this subparagraph to the member's HOR or PLEAD outside the United States under par. U5225-A (53 Comp. Gen. 963 (1974); 54 id. 1042 (1975)).

2. Travel to HOS Not Authorized. A member on active duty is entitled to dependents' travel and transportation allowances under par. U5225-A when the member:

- a. is retired without pay; or
- b. has less than 8 years of continuous active duty immediately preceding retirement for any reason other than physical disability or involuntary separation as described in subpar.1, item e; or

B. Definitions

1. Dependent. See Appendix A. When a member entitled to basic pay dies while on OCONUS duty, "dependent" includes an unmarried child who was transported at Government expense to that member's PDS, incident to the member's assignment thereto, and became 21 years of age while the member was serving at that PDS (see par. U5215-B).

2. Transportation. "Transportation," as used in this paragraph, includes transportation-in-kind or reimbursement therefor under pars. U5203-A, first itemization, item 2, and MALT under par. U5205-A.

C. Limitations

1. Destination. No travel may be authorized/approved under this subparagraph unless a reasonable relationship exists between the circumstances of the dependents and the requested destination, as determined by the Service concerned.

2. Time. Entitlement to dependents travel and transportation allowances ends if the dependents do not begin travel to their final home within 1 year from the date of the official status report, or within 1 year after the member dies while entitled to basic pay. However, travel at a later date may be authorized/approved through the Secretarial Process. No travel and transportation allowances are authorized under this paragraph when travel is delayed until after receipt of official notice that the member has returned to an active status.

3. Per Diem. A dependent entitled to the transportation authorized in subpar. D pursuant to the death of a member entitled to basic pay (37 U.S.C. §406(f)), also is entitled to per diem under par. U5210. Per diem is not payable in connection with the other dependent transportation authorized in this paragraph.

D. When Authorized

1. General. Dependents may be furnished transportation to a member's HOR, to the residence of the member's dependents, or to such other location as may be authorized/approved by the official designated by the Secretarial process when dependents receive official notice that the member is:

- a. dead; or

- b. injured and/or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital; or
- c. absent for a period of more than 29 days in a missing status.

When dependents are residing OCONUS at the time the member on permanent duty OCONUS dies, the dependents may be transported to an interim location (within the limitation imposed in subpar. C1) where they will reside pending a decision on where to exercise the entitlement to a final move at Government expense. That final move must be exercised within the time limit established in subpar. C2.

2. Additional Moves

a. Change in Status. Dependents moved under subpar. 1 may again be moved under that subparagraph when official notice is received that the member's status has changed from one to another of those listed in subpar. 1.

b. No Change in Status-Member Reported as Missing for More Than 1 Year. Dependents moved under subpar. 1 may be moved again under that subparagraph when the member has been reported officially as absent for a period of more than 1 year in a missing status and through the Secretarial Process it is determined that the circumstances in the case justify an additional move.

3. Termination of Casualty Status. When the member's casualty status is terminated, entitlement to dependents' travel and transportation allowances under par. U5203 is determined in accordance with this Part.

E. Administrative Instructions. Each of the Services must issue regulations or instructions deemed necessary for the judicious administration of the entitlements contained in this subparagraph.

F. Attendants for Dependents. See Chapter 7, Part Q, concerning attendants for dependents authorized travel under this paragraph.

U5242 FUNERAL TRAVEL

A. Transportation for Survivors of Deceased Member to Attend Member's Burial Ceremony

1. General. Under this subparagraph surviving dependents are entitled to travel and transportation allowances to attend a deceased member's burial ceremonies. "Surviving dependents," as used in this subparagraph, means:

- a. the member's spouse;
- b. children who are unmarried and
 - (1) under 21 years of age; or
 - (2) under 23 years of age and a student dependent meeting the requirements in item 3 of the Appendix A "Dependent" definition; or
 - (3) incapable of self-support, regardless of age, due to mental or physical impairments and who were in fact dependent on the deceased member for over one-half of their support.

If there are no surviving dependents, the deceased member's parents (including stepparents or parents by adoption or any person including a former stepparent, who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age) may be authorized to travel under this subparagraph. For the surviving dependents to be eligible for travel, the member must have died while serving on active or inactive duty.

2. Entitlements

a. Member Called (or Ordered) to Active or Inactive Duty from a Place in the United States, Puerto Rico or a Possession of the United States. If the deceased member was called (or ordered) to active or inactive duty from a place in CONUS, Puerto Rico, or a possession of the United States, the eligible survivors are entitled to travel and transportation allowances as prescribed in subpar. 3 for travel from the place of duty, place of residence, or place of notification of death to the burial site in the United States, Puerto Rico, or possession of the United States and return to the place of duty or to the place of residence.

b. Member Called (or Ordered) to Active Duty from a Foreign OCONUS Place. If the deceased member had been called (or ordered) to active duty from a foreign OCONUS place, the eligible survivors are entitled to travel and transportation allowances as prescribed in subpar. 3. Such allowances are authorized from the place of active duty, place of

residence (anywhere in the world), or place of notification of death to the burial site located in the United States, Puerto Rico, or a possession of the United States or to the burial site at the PLEAD and return to the place of active duty or to the place of residence.

c. Other Cases. For cases not covered by subpar. b, see par. U7205.

3. Travel and Transportation Allowances

★ a. General. Survivors traveling under this subparagraph are entitled to one, or a combination, of the following for the authorized round trip travel:

- (1) transportation-in-kind or Government-procured transportation,
- (2) reimbursement for the cost of personally procured commercial transportation,
- (3) automobile mileage rate (See Appendix A) for the distance traveled by POC.

Government transportation must be used to the maximum extent practicable in connection with transoceanic travel. Reimbursement as provided in item (2) is subject to par. U5203-A, first itemization, item 2, for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of personally-procured commercial transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in item (3).

b. Per Diem Allowances While Traveling and at the Funeral and Burial Site. Surviving dependents traveling under this paragraph are entitled to per diem computed using the lodgings plus method in par. U4125. The per diem payable must not exceed the appropriate rate in either Appendix B or Appendix D for the area concerned. Per diem shall not be paid for more than two days, except when traveling in accordance with subpar. 2b in which case, additional days of per diem may be authorized/approved to accommodate the time needed to perform the OCONUS travel.

c. Limitations. Per diem is not payable when the surviving dependents' residence and the burial site are in the same local area as defined in par. U3500-B, or when the total time from the time of departure to return is 12 hours or less.

programs by a recognized accrediting agency using:

- (a) American Colleges and Universities; or
- (b) American Junior Colleges

published by the American Council on Education.

b. Secondary Education. "Secondary education" is attendance at a public or private school in the United States with grades 9 through 12, or equivalent.

c. Unmarried Dependent Child. "Unmarried dependent child" is an unmarried child otherwise defined as a dependent under "Dependent" in Appendix A, who is under 23 years of age and who is or will be attending a school in the United States for the purpose of obtaining a secondary or undergraduate college education. Included are such dependent children, who graduate, quit or otherwise are separated from their United States school, who travel within 30 days following separation from the school. An extension to this time period may be authorized/approved through the Secretarial Process, based on extenuating circumstances such as illness of the dependent, inability to schedule travel during peak travel periods, etc. (This does not preclude student dependents who are separated from their United States school and who have not previously traveled at Government expense to the member's OCONUS PDS, from traveling on the member's PCS *entitlement* to the member's PDS under the applicable provisions of this Part.)

3. Transportation for Dependent Children

a. General. Under the conditions described in subpar. 1, a member is authorized transportation or reimbursement therefor, for the member's unmarried dependent child (except as noted in subpar. C1, NOTE 1) for the purpose of obtaining a secondary or undergraduate college education. One round trip annually is authorized between the member's OCONUS duty station and the student dependent's school in the United States. Travel to a location other than the sponsoring member's OCONUS duty station may be authorized providing the member states in writing to the order-issuing official concerned that the travel to the other location is for the purpose of permitting the student to join the family at that location. Reimbursement in this case is limited to what it would have cost the Government for transportation from the school to the sponsoring

member's OCONUS duty station by the authorized mode of travel. An annual trip for educational travel is one round trip at anytime within a fiscal year (1 Oct through 30 Sep). Entitlement to a portion of a round trip not taken during a fiscal year does not carry over to a subsequent fiscal year. Not more than one round trip under educational travel orders may be taken within any given fiscal year. An exception to the prescribed fiscal year baseline period of not more than 14 days may be authorized by officials designated by the Services concerned in unusual or emergency circumstances, such as an early or late holiday recess or school closing.

b. Transoceanic Travel

(1) General. Transoceanic travel must be on a space-required basis by AMC when available unless travel by aircraft is medically inadvisable. When AMC is not available, Government-procured commercial air for the transoceanic portion of the travel is authorized.

(2) Government Transportation or Government-Procured Transportation Available But Travel Performed at Personal Expense. No reimbursement is allowed for transoceanic travel performed at personal expense when service by AMC is available, unless travel by aircraft is medically inadvisable. When AMC is not available but Government-procured transportation is available and travel by aircraft is not medically inadvisable but transoceanic travel is performed at personal expense, reimbursement is authorized for the cost of the transportation used up to the amount which the Service would have paid for available transportation.

(3) Government Transportation or Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, reimbursement is authorized for the cost of the transportation used, not to exceed the least costly available scheduled commercial air service over the direct route between the origin and destination. Pars. U3125-B and C apply to travel of student dependents. If travel by aircraft is medically inadvisable, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

c. Overland Travel. The overland portion(s) of the travel should be via Government-procured commercial transportation, or performed at personal expense on a reimbursable basis. Government-procured commercial air transportation ordinarily is furnished for the portion of the travel within the

United States. Whenever Government-procured transportation is available, but commercial transportation is personally procured, reimbursement is authorized for the cost of the transportation used up to what it would have cost if Government-procured transportation had been used between authorized points. When a POC is used, mileage (see Appendix A) is authorized up to what it would have cost the Government had Government-procured transportation been used between authorized points. For travel to and from carrier terminals, reimbursement is authorized in accordance with Chapter 3, Part E, or par. U3320, as appropriate.

4. Unaccompanied Baggage. Unaccompanied baggage of up to 350 pounds may be transported in connection with each trip authorized between the school and the member's PDS under this subparagraph.

5. Storage of Baggage. During a student's annual trip between the school and the member's PDS, a member may elect to store unaccompanied baggage in the vicinity of the school in lieu of transporting under subpar. 4. The Service concerned may pay, or a member may be reimbursed for, the storage cost, up to the cost of round-trip transportation of the baggage.

U5246 TRANSPORTATION OF FAMILY MEMBERS OF A SERIOUSLY ILL OR INJURED MEMBER

A. General. Not more than two family members of a member described in subpar. 1 or 2 may be provided round-trip transportation under this paragraph as determined by appropriate authority. See par. U1010-B7 for claims.

1. Active Duty Member Including a Member of the Reserve Components on Active Duty. Round-trip transportation is authorized to visit an active duty member who is seriously ill, seriously injured or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS.

2. Member of the Reserve Components Entitled to Disability Pay and Allowances. Round-trip transportation is authorized to visit a reserve component member entitled to disability pay and allowances under 37 U.S.C. §204(g) (see DoDFMR, Volume 7A, paragraph 80254 and table 8-2-3 or COMDTINST M7220.29 (series) par. 12-Q and figure 12-2 for Coast Guard personnel), who is physically disabled as the result of an injury, illness,

or disease incurred or aggravated, or in a situation of imminent death, whether or not electrical brain activity still exists or brain death is declared, and who is hospitalized in a medical facility in CONUS or OCONUS if that member became ill or injured or was diseased:

- a. in line of duty while performing inactive-duty training (other than work or study in connection with a correspondence course of an armed force or attendance in an inactive status at an educational institution under the sponsorship of an armed force or the Public Health Service), and
- b. while traveling directly to or from such training.

B. Definition. "Family members" as used in this paragraph are the member's spouse, children (including step, adopted, and illegitimate children), siblings of the member and parents of the member (includes fathers and mothers through adoption and persons who have stood in loco parentis to the member for a period of not less than 1 year immediately before the member entered the Uniformed Service). However, only one father and one mother or their counterparts may be recognized in any one case.

★ C. Transportation. One, or a combination, of the following round-trip transportation services between the family member's home and the medical facility location in which the member is hospitalized may be provided if the attending physician or surgeon and the commander/head of the military medical facility exercising military control over the member determines in writing that the presence of the family member is necessary for the health and welfare of the member is concerned:

1. transportation-in-kind or Government-procured transportation;
2. reimbursement for the cost of personally-procured commercial transportation;
3. automobile mileage rate (see Appendix A) for the distance traveled by POC.

Government /Government-procured transportation must be used to the maximum extent practicable for transoceanic travel. Reimbursement provided in item 2 is subject to par. U5203-A, first itemization, item 2 for land travel and par. U5205-B for transoceanic travel. When land travel is by mixed modes, reimbursement is for actual travel up to the cost of

personally-procured transportation between origin and destination (minus the cost of any Government-procured transportation used). When travel is by POC, only the operator of the POC is entitled to the allowance prescribed in item 3.

D. Limitations. Per diem is not payable for travel in connection with this paragraph.

E. Reimbursable Expenses. Reimbursement of expenses prescribed in par. U5212 is authorized in connection with travel under this paragraph.

U5250 ADVANCE OF FUNDS

Travel and transportation allowances prescribed in this Part for dependents may be paid in advance (see

par. U1010-B4). A member failing to complete at least 90 percent of the initial active duty obligation, who is separated from the Service or relieved from active duty under par. U5125-A5 may be paid a travel advance for dependent(s) transportation, as authorized in par. U5225-F, in an amount equal to 75 percent of the amount for the least costly mode of transportation available. Retirees may be advanced travel and transportation allowances for the travel of their dependent(s). All other members authorized transportation of dependents in connection with separation or relief from active duty, may be advanced an amount equal to 75 percent of the MALT.

**PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND
RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY****U7150 TRAVEL OF MEMBERS OF RESERVE COMPONENTS****A. Active Duty With Pay****1. General**

a. Applicability. This subparagraph applies to members of the reserve components called (or ordered) to active duty for any reason with pay under orders which provide for return to home or PLEAD.

b. Travel and Transportation Allowances When Member Commutes. There is no entitlement to travel and transportation allowances for travel between the home or PLEAD and the place of active duty when:

- (1) both are in the corporate limits of the same city or town,
- (2) the member commutes daily between home or PLEAD and the place of active duty, or
- (3) the order-issuing official or the installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

However, members commuting under items (2) and (3) are entitled to the applicable automobile or motorcycle mileage rate for one round trip between the duty station and,

- (a) home,
- (b) place of unit assignment, or
- (c) place from which called (or ordered) to active duty.

In the determination required by item (3), areas which constitute a reasonable commuting distance are those areas described in par. U3500-B. Regarding item (3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member is required by the nature of the duty involved to remain overnight and Government quarters or Government mess, or both are unavailable. In these cases, the member is entitled to AEA computed under par. U4510 for all meals and quarters for this duty except for the meal normally procured when commuting. Payment may be authorized under Chapter 3, Part F for travel on Government business within and around the member's place of active duty.

c. No Per Diem or AEA for Certain Periods of Active Duty. There is no entitlement to per diem or AEA under subpar. 4 for:

- (1) members performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;
- (2) members ordered to involuntary active duty for training because of unsatisfactory participation in their reserve commitments when both Government quarters (other than temporary lodging facilities) and a government mess are available;
- (3) newly enlisted members who are undergoing processing, indoctrination, initial basic training

(including follow-on technical and/or home station training), or instruction. This includes members attending courses of instruction with a break in active duty between courses of instruction and both Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to members on TDY under instruction following completion of initial technical or specialty training after basic training when the course of instruction has been designated by the Secretarial Process as a course of instruction for which per diem is authorized; or

(4) PHS officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

Reservists not entitled to per diem or AEA, who occupy transient Government housing while performing active duty for training, may be reimbursed the actual cost of lodging.

2. Physical Examination in Connection With Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is entitled to PCS allowances from the place orders are received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

- a. return, or
- b. then to the new PDS, or
- c. return and then to the new PDS.

Travel required in connection with these examinations is in accordance with subpar. 3.

3. Travel to, from, and Between Duty Stations

a. Active Duty for Less Than 20 Weeks at One Location. Members described in subpar. 1a, called (or ordered) to active duty for less than 20 weeks at one location (subpar. 4a or b) are entitled to travel and transportation allowances as for TDY under Chapters 3 and 4.

b. Active Duty for 20 or More Weeks at One Location. Members described in subpar. 4c(1), are entitled to per diem, travel and transportation allowances as for PCS (Chapter 5).

4. Per Diem or AEA While at Duty Station

a. Active Duty for Less Than 20 Weeks. Except if subpars. 1b and c apply, when the period of active duty contemplated by the orders at any location is for less than 20 weeks (except as noted in par. U2145-D), per diem or AEA, as applicable, and travel and transportation allowances are payable as provided for TDY in Chapter 4.

b. Additional Periods Beyond 20 Weeks. When, during a period of active duty of less than 20 weeks, the duty must be extended due to unforeseen circumstances and the prospective extended period is less than 20 weeks, per diem or AEA entitlement continues for the entire period. When the prospective extended period is for 20 or more weeks, no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in subpar. d. See par. U2146 for examples of extensions.

c. Active Duty for 20 or More Weeks

(1) General. When a member is called to active duty for 20 or more weeks, no per diem or AEA is payable at any location where the duty to be performed is for 20 or more weeks (except as noted in par. U2146), regardless of the availability of Government quarters and Government mess except as authorized in subpar. d.

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

d. Active Duty and Extensions of Active Duty for 20 or More Weeks for Purposes Other Than Training. Except when paid station allowances under subpar. G2, a member called to active duty for a period of 20 or more weeks (or less than 20 weeks and extended for a period of more than 20 weeks from the date of the extension) away from home for other than training purposes may be authorized per diem for the entire period if the call to active duty (or extension) is required by unusual or emergency circumstances or exigencies of the Service concerned. Per diem, travel and transportation allowances are paid in the same manner as to a member ordered on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in subpar. 4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

2. Others. Other reserve component members who perform duty described in subpar. A without pay may be entitled to occasional meals, quarters, or the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations, including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved. They are not entitled to per diem and AEA at the duty station (44 Comp. Gen. 615 (1965); 46 id. 319 (1966)).

C. Inactive Duty Training With Pay

1. General. The following definitions apply to this subparagraph.

a. Assigned Unit. For travel allowance purposes, a reserve member's assigned unit is the designated post of duty.

b. TDY Station. An alternate site outside the local commuting area (see par. U3500-B) of the member's assigned unit or home.

2. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area

a. Entitlement. There is no entitlement to travel or transportation allowances for:

(1) inactive duty training at the:

- (a) training duty station,
- (b) drill site,
- (c) city/town where the assigned unit is located, or in the
- (d) local area of assigned unit or home, or

(2) travel between home and:

- (a) the assigned unit,

- (b) the place of attendance at unit training assemblies, or
- (c) the place of duty instead of a unit training assembly.

b. Transportation Reimbursement. Reimbursement of transportation expenses incurred on official business in and around the:

- (1) training duty station,
- (2) drill site, or
- (3) city/town,

may be authorized/approved under Chapter 3, Part F. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. The member is financially responsible for travel from home to the assigned unit.

Example 1: A member's home is Springfield, VA, and assigned unit (ordinary drill site) is Ft. Belvoir, VA, (18 miles round trip). The member drives to alternate duty site at the Pentagon (38 miles round trip). The member is due reimbursement for 20 miles $(38 - 18) @ \$0.31 = \6.20 .

Example 2: A member's home is St. Louis, MO, and assigned unit is the Pentagon (in VA) (842 miles). The member ordinarily flies to Washington National and takes subway to the Pentagon. In this instance, the member drills at an alternate duty site, Andrews AFB, MD, which is inside the local area. The member flies to Washington National and takes a taxi to Andrews AFB, MD (850 miles from St. Louis). The member is due reimbursement for 8 miles $(850 - 842) \times 2$ (roundtrip) $@ \$0.31 = \4.96 .

3. Travel from Home/Assigned Unit to TDY Station

a. Entitlement. A member directed to travel from the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the home/assigned unit to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member travels directly from home to Dover, DE. The member is due travel cost from Salt Lake City, UT to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

4. Travel from a Location Other than Home/Assigned Unit to a TDY Station

a. Entitlement. A member directed to travel from a location other than the home/assigned unit to a TDY station is entitled to the TDY allowances in Chapter 4.

b. Transportation Reimbursement. When the member travels directly from the other location to the TDY station, reimbursement is limited to the travel cost *from the assigned unit* to the TDY station.

Example: A member's home is Salt Lake City, UT, assigned unit is Denver, CO, and TDY is Dover, DE. The member is authorized to travel from another location, Chicago, IL. The member is due travel cost from Chicago, IL to Dover, DE limited to the travel cost from Denver, CO to Dover, DE.

5. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area

- a. Entitlement. A member directed to travel from a location other than the home/assigned unit to an alternate site within the local commuting area of the assigned unit/home is not entitled to travel and transportation allowances.
- b. Transportation Reimbursement. When the member travels directly from the other location to the alternate site, the member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less distance from home to assigned unit.

Example: A member's home is Springfield, VA, assigned unit is Ft. Belvoir, VA, (9 miles from Springfield) with an alternate duty site of the Pentagon (16 miles from Ft. Belvoir). The member is authorized to travel from Dallas, TX to the Pentagon (1315 miles). The member is paid for the distance traveled from Dallas to the Pentagon (1315 miles) limited to Ft. Belvoir to the Pentagon (16 miles) less Springfield to Ft. Belvoir (9 miles). The member is due reimbursement for 7 miles (1315 NTE 16 – 9 = 7) x 2 (round trip) @ \$.31 = \$4.34.

6. Reimbursement of Service Charges for Transient Government Housing Use. Reservists not entitled to per diem or AEA, who occupy transient Government housing (while performing inactive duty training with pay) may be reimbursed the actual cost of lodging.

D. Inactive Duty Training Without Pay

1. Standby Reserves. There is no entitlement to travel and transportation allowance for members of the Standby Reserve of the Armed Forces who voluntarily perform inactive duty training without pay.
2. Other Than Standby. Other members authorized to perform inactive duty training without pay are entitled to travel and transportation allowances in subpar. C.

Reservists not entitled to per diem or AEA, who occupy transient Government housing while performing inactive duty training without pay, may be reimbursed the actual cost of lodging.

E. SROTC Members

1. Applicability. This subparagraph applies to designated SROTC applicants and members appointed under 10 U.S.C. §2104 and §2107.
2. Advanced Training (10 U.S.C. §2104)
 - a. Transportation for Field or At-Sea Training. SROTC Advanced Training members or designated applicants are authorized transportation between home or the location of the SROTC unit, as specified in the orders, and the authorized field or at-sea training site.
 - b. Transportation for Examination or to Observe. SROTC Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in subpars. c and d for travel to and from installations: 1) for medical or other examinations, 2) to observe military functions or operations, or 3) for other observations deemed appropriate by the Service concerned.
 - c. Transportation and Meals. Government or Government-procured transportation and Government-supplied meals are authorized.
 - d. Mileage. In lieu of transportation and meals, the automobile mileage rate (no per diem) is authorized for travel performed under subpars. a or b at personal expense. It may be paid in advance of return from the activity site. When transportation for part of the journey is personally procured, the automobile mileage

rate (no per diem) is authorized for travel between home and the nearest appropriate public transportation terminal thereto, and between the activity site and the nearest appropriate public transportation terminal thereto.

- ★ e. Mixed Modes. If travel under subpar. a or b is by mixed modes, entitlement is to the automobile mileage (no per diem) for the distance of the ordered travel up to the constructive cost of Government-procured transportation plus Government-supplied meals for travel between the authorized points (minus the cost of any Government-procured transportation and/or Government-supplied meals).
- f. Per Diem Not Authorized. There is no per diem entitlement for members and designated applicants appointed under 10 U.S.C. §2104 (53 Comp. Gen. 957 (1974)).
- g. Lodging and Meal Expense at Point of Delay. Reimbursement for lodging/meal expenses is authorized for a member when traveling to/from field training/practice cruises when, through no fault of the member, a delay occurs at a place where no Government quarters or mess are available (B-195791, March 31, 1980). Reimbursement for the cost of occasional meals/quarters is made in accordance with par. U4510.

3. Financial Assistance Program for Cadets or Midshipmen in SROTC (10 U.S.C. §2107)

- a. Travel to Accept Appointment. A person who travels to an educational institution to accept an appointment as a cadet or midshipman in the Financial Assistance Program is entitled to PCS allowances in Chapter 5, Part B, but they may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. Entitlement is demonstrated by a notice of selection for appointment or other evidence showing the travel is or was in connection with appointment.
- b. Travel Under TDY Orders. TDY travel entitlements are the same as the travel and transportation allowances prescribed for cadets and midshipmen of the Service academies in par. U7001 for TDY, except while performing field or at-sea training when both Government quarters (other than temporary lodging facilities) and Government mess are available. This includes travel from home or the SROTC unit location (as specified in the orders) to the place designated for field or at-sea training and return. For the purpose of this subparagraph, a Government mess is a facility designated for use by officers except when other messing facilities have been designated for use by the SROTC members. MALT may be paid before members depart from the field or at-sea training site for the return trip home or to the SROTC unit location (as specified in the orders).
- c. Travel Upon Discharge. Upon discharge from the Financial Assistance Program, members are entitled to the allowances in Chapter 5, Part B, for travel from the educational institution to the authorized home, or military station. If the member continues scholastic instruction at the same institution after discharge no travel allowances are authorized.

4. Member Ordered to Active Duty in Enlisted Grade or as an Officer. A member appointed under 10 U.S.C. §2104 or §2107, ordered to active duty to serve in an enlisted grade or as an officer in an Armed Force, is entitled to the PCS allowances in Chapter 5, Part B. The entitlement is from the home or place which ordered to active duty to the first PDS via any TDY location en route specified in the orders.

F. Travel Allowances for Member Entitled to Medical and Dental Care. A member, entitled to medical or dental care under 10 U.S.C. §1074a for an illness, disease, or injury incurred or aggravated while:

1. on active duty for a period of 30 days or less;
2. on inactive duty training; or
3. traveling directly to or from the place where the member performs or has performed this duty;

is entitled to travel and transportation allowances in Chapters 3 and 4 for TDY for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no entitlement.

G. Station Allowances

1. General. A member of a reserve component, called (or ordered) from a residence OCONUS to active duty/active duty for training, is entitled to station allowances in Chapter 9 in the circumstances described in subpars. 2, 3 and 4. When a member is authorized station allowances at the with-dependent rate for the PLEAD, there are no command sponsorship requirements. The only requirement is that the member must reside permanently in the area concerned at the time called (or ordered) to active duty (55 Comp. Gen. 135 (1975)). See DoD 7000.14-R, Volume 7A, "Military Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26, for DoD members and Service pay regulations for members of non-DoD Services for BAH regulations for members of reserve components called (or ordered) to active duty from Alaska or Hawaii locations.

2. Called to Active Duty for 20 or More Weeks. Except as provided in subpar. 3, a member of the reserve component called (or ordered) to active duty from a location OCONUS for 20 or more weeks at one location is entitled to station allowances for the location from which called (or ordered) to active duty, beginning on the day the member is entitled to a housing allowance. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty orders. Entitlement to station allowances for the PDS location begins on the day the member reports at that location. A member called (or ordered) to active duty from a location in the CONUS for 20 weeks or more at one location is entitled to station allowances in the same manner as a regular member.

3. Called (or Ordered) to Active Duty for 20 or More Weeks But Not Authorized HHG Transportation. Except when transportation of HHG is authorized, a member of a reserve component called or ordered to active duty (other than for training), and a DoD retired member ordered to active duty under 10 U.S.C. §688(a), for 20 or more weeks at one location, away from the member's OCONUS principal place of residence (at the time called or ordered to active duty) shall be:

- a. considered to be assigned to duty at that residence, and
- b. be paid station allowances at the rate for that location.

Shipment of HHG under TDY orders in accordance with Chapter 4, Part H, does not affect this entitlement. Entitlement to station allowances begins on the day the member is entitled to a housing allowance. Per diem is payable as indicated in par. U7150-A4d.

4. Called (or Ordered) to Active Duty for Less Than 20 Weeks. A member of a reserve component called (or ordered) to active duty from an OCONUS location for less than 20 weeks is entitled to station allowances: 1) if the call or order to active duty is in support of a contingency operation (see Appendix A for definition of "contingency operation"); or 2) whenever there is no per diem entitlement. The member is entitled to station allowances at the rate prescribed for the location of the member's principal place of residence at the time called or ordered to active duty (55 Comp. Gen. 135 (1975)).

U7155 RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, retired members (including those on the TDRL and members in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to

active duty with or without pay, are entitled to travel and transportation allowances as provided in par. U7150 for members of the reserve components.

U7175 MUSTER DUTY ALLOWANCE FOR READY RESERVE

A member of the ready reserve (not a member of the National Guard or the Selected Reserve) is entitled to an allowance for muster duty if that duty is for at least 2 hours (37 U.S.C. §433). The amount of such allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the year preceding the calendar year in which the muster duty is performed. See par. 570106 of the DoD 7000.14-R, Financial Management Regulation, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DoD and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard:

Effective 1 January 1999

Muster Duty Pay is \$146.31

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL*
ACTIVE DUTY WITH PAY¹

SITUATION	TRANSPORTATION^{2,3}	PER DIEM^{4,5}
Annual training duty ⁶	Chp 3, Part B, C, D, or E applies	not authorized if govt qtrs & mess available; otherwise Chp 4, Part A, B, or C applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chp 3, Part B, C, D, or E applies	not authorized if govt qtrs & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chp 3, Part B, C, D, or E applies-- reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chp 4, Part A). Otherwise, may be authorized reimbursement under Chp 3, Part B, C, D, or E ★	not authorized if govt qtrs & mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage plus reimbursement for up to two occasional meals per U4102-G for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chp 3, Part F	not authorized - AEA may be authorized under U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for less than 20 weeks at one location	Chp 3, Part B, C, D, or E applies	Chp 4, Part B or C and Part F applies
Additional periods beyond 20 weeks		If prospective extended period is less than 20 weeks per diem continues; if 20 or more weeks per diem stops on date of order directing additional duty
Physical examination in connection with active duty	Chp 5, Part B applies	Chp 5, Part B applies from place orders are received or addressed to place of physical and return, or to new PDS, or return and then to new PDS

* This table summarizes entitlements and is for informational purposes. The actual entitlements are prescribed in the preceding paragraphs.

¹ Applies to members of the reserve components called/ordered to active duty with pay under orders which provide for return to home or place from which called/ordered to active duty. Includes Retired Members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

² Travel and transportation allowances aren't authorized if place of duty and home are in the corporate limits of the same city or town.

³ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

⁴ Temporary lodging facilities aren't considered government quarters for purposes of this table.

⁵ Reservists on active duty for training who aren't otherwise entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

⁶ Since a training location is the PDS, no per diem is payable when Government quarters and mess are available. Per Diem is payable when TDY away from the training location or for travel to and from the AT location if not in a commuting status.

ACTIVE DUTY WITH PAY (Continued)

SITUATION	TRANSPORTATION ^{7, 8}	PER DIEM
Active duty for other than training for 20 or more weeks, required by unusual or emergency circumstances or exigencies of Service	Chp 3 applies	Chp 4 applies
Active duty for 20 or more weeks at one location	Chp 5, Part B applies	No per diem at location except as noted in par. U2145-D -- Chp 5, Part B applies enroute and Chp 4, Part B or C and Part F applies when duty performed at any other location for less than 20 weeks

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM ^{9, 10}
Standby Reserves	not authorized	not authorized
Others performing duty without pay	Service discretion to reimburse under Chp 4, Part A (as for members traveling together with no/limited reimbursement) or the automobile mileage rate ★	not authorized

INACTIVE DUTY TRAINING WITH OR WITHOUT PAY^{11, 12}

SITUATION	TRANSPORTATION	PER DIEM
TDY to Reserve Member's Assigned unit including the training duty station, drill site, city or town in which assigned unit is located	not authorized - may be authorized reimbursement under Chp 3, Part F	not authorized
TDY to other than Reserve Member's Assigned unit	Chp 3 applies, limited to lesser entitlement from member's abode or home unit.	Chp 4 applies
Standby Reserves voluntarily performing without pay	not authorized	not authorized

⁷ Travel and transportation allowances aren't authorized if place of duty and home are in the corporate limits of the same city or town.

⁸ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

⁹ Temporary lodging facilities aren't government quarters for purposes of this table.

¹⁰ Reservists on active duty for training who otherwise aren't entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

¹¹ For travel allowance purposes, the Reserve Component unit is the designated post of duty for Reserve members attached or assigned to that unit.

¹² Reservists on inactive duty for training who otherwise aren't entitled to per diem and who occupy transient govt housing may be reimbursed the actual cost incurred for service charges/lodging.

MEMBERS OF SENIOR RESERVE OFFICERS TRAINING CORPS^{13, 14}

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
Travel of SROTC Advanced Training members 1) to and from field training or at-sea training sites or 2) for medical or other exam or for observations the Service deems appropriate	Transportation is by Government conveyance or government-procured transportation or reimbursement on a per mile at the automobile mileage rate. AO may authorize reimbursement for POC from home or SROTC unit location to the training site and return for advance training.	No - Government prepared meals or box lunches are furnished or meal tickets issued ★	1. If transportation and meals are not furnished, the automobile mileage rate is payable per mile. 2. Reimbursement on a mileage basis may be authorized to and from transportation terminals. 3. Payment may be authorized under U4510 at point of delay. 4. If mixed modes are involved, pay mileage up to the total cost of Government-procured transportation plus meal tickets (minus cost of any such items used).
SROTC Cadets and midshipmen in Financial Assistance Program ordered to perform TDY	U7001 applies	U7001 applies	Does not apply while at location performing field training or at-sea training when both Gov't qtrs and meals are available
Travel to educational institution to accept appointment as SROTC cadet or midshipman in Financial Assistance Program	Chp 5, Part B applies; allowances shall not exceed those payable from appointee's permanent place of abode, home, school, or duty station at time of travel to educational institution	Chp 5, Part B applies	transportation may be furnished or reimbursement made for travel on basis of receipt of a notice of selection for appointment or other evidence showing travel was in connection with such appointment
SROTC Cadets or midshipmen discharged from the Financial Assistance Program	Chp 5, Part B applies for travel from the educational institution where enrolled to the authorized abode, home, or military station	Chp 5, Part B applies	if the member continues school at the same institution after discharge from the Financial Assistance Program, no travel allowances are authorized
SROTC member ordered to active duty as enlisted or officer in Armed Force	Chp 5, Part B applies	Chp 5, Part B applies	from home or place ordered to active duty to the first PDS via any TDY enroute

¹³ Members and designated applicants appointed under 10 U.S.C. §2104--SROTC advanced training members--aren't entitled to per diem.

¹⁴ Members and designated applicants appointed under 10 U.S.C. §2107--SROTC cadets and midshipmen in Financial Assistance Program may be authorized per diem.

MISCELLANEOUS

SITUATION	TRANSPORTATION	PER DIEM	REMARKS
<p>Member entitled to medical or dental care under 10 U.S.C. 1074a for illness, disease, or injury incurred or aggravated while:</p> <p>1) on active duty for a period of 30 days or less; or</p> <p>2) inactive duty training; or</p> <p>3) traveling directly to or from the place where the member performs or has performed such duty.</p>	Chp 3, Part B, C, D, or E applies	Chp 4, Part A, B, or C applies	not authorized if injury is result of member's gross negligence or misconduct
Muster Duty - Member of the Ready Reserve who is not a member of the National Guard or the Selected Reserve	not authorized however, an allowance for Muster Duty is 125 percent of the amount of the average per diem rate for the CONUS in effect on 30 Sep of the year preceding the calendar year in which the Muster Duty is performed.	not authorized	Must be engaged in muster duty for a period of at least 2 hours. (Rate eff 1 Jan 99 = \$146.31)

PART N: ABSENTEE, STRAGGLER, OR OTHER MEMBER WITHOUT FUNDS**U7400 PRIOR ORDERS**

A. General. An absentee, straggler, or member without funds, who:

1. is under prior orders;
2. surrenders at, or is apprehended and delivered to, a U.S. installation other than the member's PDS; and
3. is without funds to purchase transportation;

may be furnished necessary transportation and meal tickets, or the cash equivalent of meal tickets (see par. U5018) to travel to the new PDS or to another place directed by competent authority. In these cases, the transportation, meal tickets (or cash equivalent) are furnished in connection with the prior orders. Reimbursement for travel performed between the old PDS and any new PDS, is in accordance with Chapter 5.

B. Transportation and/or Meal Tickets Previously Furnished. When a member is without funds and:

1. loses the transportation and/or meal ticket(s) while in a travel status, or
- ★ 2. becomes separated from the remainder of the members who are members traveling together with no/limited reimbursement,

the member may (upon reporting to a U.S. installation) be furnished:

3. transportation, and/or
4. meal ticket(s) or cash equivalent (see par. U5018),

to enable the member to proceed to the PDS.

U7401 NO PRIOR ORDERS, OR DESERTER WITH OR WITHOUT PRIOR ORDERS

An absentee, straggler, or member without funds (no prior orders involved), or a deserter (with or without prior orders), who:

1. reports in, surrenders at, or is apprehended and delivered to a U.S. Installation other than the member's PDS; and
2. is without funds to purchase transportation;

may be furnished:

3. necessary transportation; and
4. meal tickets or cash equivalent (see par. U5018);

to travel to the new PDS or to another place directed by competent authority

other than payments-in-kind, must comply with applicable finance regulations. A payment received by a member is accepted on behalf of the Uniformed Service and must be submitted in accordance with applicable finance regulations. When a payment exceeds an applicable limit (U7902-D), the accommodation or other benefit must be comparable in value to that offered to, or purchased by, other similarly situated individuals attending the function. For other than in-kind payments, payment should be required in advance of the travel.

U7906 REIMBURSEMENT CLAIMS FOR OFFICIAL TRAVEL EXPENSES

★ **A. Member Reimbursement.** A member and/or accompanying spouse, must submit the appropriate claim form (see par. U2500) for all travel expense reimbursement claims, and itemize all expenses incurred that exceed applicable limitations (see par. U7902-D). Reimbursement for an expense shall not exceed the applicable limitation, unless the non-Federal source makes full payment for the expense incurred in excess of applicable limitation. In no case shall reimbursement for an expense exceed the amount incurred.

B. Allowable Expenses. The Uniformed Service shall reimburse a member (and/or accompanying spouse) for only the types of expenses prescribed in Chapter 4 for per diem allowances, transportation expenses, or other miscellaneous travel expenses.

C. Partial Payment of an Expense. If an accepted payment covers only a portion of an incurred expense (e.g., \$50 per night for lodging in a locality with an \$85 per night maximum lodging allowance), the Uniformed Service shall reimburse the member (and/or accompanying spouse) the amount prescribed in Chapter 4.

U7907 LIMITATIONS AND PENALTIES

A. General. This Part is the only authority under which a Uniformed Service may accept payment from a non-Federal source, or authorize a member to accept this payment on behalf of the Uniformed Service, associated with attendance of a member (and an accompanying spouse) at a function. The Uniformed Service may not accept under gift statutes, or other similar authority, payment for

travel, subsistence, and related expenses incurred by a member or accompanying spouse to attend a function. However, nothing in this Part prohibits the Uniformed Service or member from accepting payment when:

1. authorized by DoD Directive 1344.10 (Political Activities By Members of the Armed Forces), similar regulations of the non-DoD services, or circumstances similar to those prescribed by 5 U.S.C. §4111 or 7342; or
2. a member's unofficial travel is for a personal purpose or a partisan purpose acceptable under DoD Directive 1344.10 (Political Activities By Members of the Armed Forces); similar regulations of the non-DoD services, or circumstances similar to those prescribed by 5 U.S.C. §4111 or 7342; or
3. authorized by a gift statute or similar statutory authority and payment is for attendance at or participation in an event (other than a function) relating to the member's official duties; or
4. consistent with the applicable standards of ethical conduct regulations concerning personal acceptance of gifts.

B. Penalties. A member who accepts any payment in violation of this Part:

1. may be required, in addition to any penalty provided by law and applicable regulations, to repay for deposit to the general fund of the Treasury, an amount equal to the amount of the payment accepted; and
2. when repayment is required, forfeits entitlement to any payment or reimbursement from the Government for these expenses.

U7908 REPORTS

A. Uniformed Service Reports. Each Uniformed Service must submit semiannual reports of payments that total more than \$250 per function. Negative reports are required.

B. Submission of Reports. Each Uniformed Service must submit the semiannual report to its ethics official or other designee for review and forwarding to the Director of the Office of Government Ethics (OGE). The report must reflect when payment is received rather than when travel is performed, and must be submitted:

1. no later than 31 May of each year for payments received during the preceding October through March; and
2. no later than 30 November of each year for payments received during the preceding April through September.

C. Information Required. Except as provided in subpar. G, the report must specify in the following order:

1. the name of the Uniformed Service;
2. each function for which the Uniformed Service accepted payment under this Part of more than \$250 for a member and spouse individually or together, including the function's:
 - a. sponsor(s);
 - b. location;
 - c. date(s); and
 - d. nature;
3. each member's name for whom payment was accepted, and the member's:
 - a. Government position; and
 - b. travel date(s) for function attendance;
4. the accompanying spouse's name for whom payment was accepted, and:
 - a. the name of the member;
 - b. the member's Government position; and
 - c. the spouse's travel date(s) for function attendance;

5. the identity of any non-Federal source from which payment was accepted for the function;
6. an itemization of the benefits the Uniformed Service accepted for the function, and for each:
 - a. a description of the benefit (benefits accepted as a part of a conference or training fee need not be reported separately);
 - b. the method of payment (payment-in-kind or by check or similar instrument);
 - c. the individual for whom payment was accepted (member or spouse);
 - d. the non-Federal source that provided the benefit; and
 - e. the payment amount; and
7. the total value of the payments accepted for the member and/or spouse for the function, itemized as follows:
 - a. the total amount of payments provided by check or similar instrument; and
 - b. the total value of payments provided in kind.

D. Valuation of Payments-In-Kind. In the case of conference, training, or similar fees waived or paid by the non-Federal source, report the amount charged other participants. In the case of transportation or lodging, report the cost to the non-Federal source, or indicate the rate that would have been charged a similar non-Federal source for a similar benefit at the time provided. In the case of meals or other benefits, report the cost to the non-Federal source or provide a reasonable estimate of the market value.

E. Valuation of Non-Commercial Benefits Furnished by a Non-Federal Source

1. Transportation. For transportation on a chartered, corporate or other private aircraft, report the first-class rate that would have been charged by an air common carrier at the time the transportation

7. family-type housing owned or leased by the U.S. Government.

NOTE 1: *Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.*

NOTE 2: *Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.*

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

★ **GROUP MOVEMENT.** A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (**NOTE:** *Members, traveling together under orders directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.*)

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

NOTE 2: *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

NOTE 3: *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items (*except those listed in 2 and the NOTE*) associated with the home and all personal effects belonging to a member and dependents on the effective date of the member's PCS or TDY orders that legally may be accepted and transported by an authorized commercial transporter.

1. HHG also include:

- a. PBP&E not needed for the performance of official duties at the next or a later destination;
- b. spare parts for a POV (see definition in this Appendix) and a pickup tailgate when removed;
- c. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
- d. consumable goods for members ordered to locations listed in Appendix F;
- e. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and their associated trailers, and golf carts);
- f. boats; and
- g. ultralight vehicles defined in 14 C.F.R. Sec 103.1 as single occupant; for recreation or sport purposes; weighs less than 155 pounds if unpowered or less than 254 pounds if powered; fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots.

2. HHG do not include:

- a. personal baggage when carried free on tickets;
- b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
- c. live animals including birds, fish and reptiles;
- d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
 - (1) bona fide replacements of articles that have become inadequate, worn out, broken, or unserviceable on or after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
- e. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
- f. HHG for resale, disposal or commercial use rather than for use by the member and dependents; and
- g. privately owned live ammunition (B-130583, May 8, 1957).

NOTE: *Local laws or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include:*

- a. *property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);*
- b. *articles that cannot be taken from the premises without damage to the article or the premises;*
- c. *perishable articles (including frozen foods), articles requiring refrigeration, or perishable plants unless:*
 - (1) *delivery is to be accomplished within 24 hours from the time of loading,*
 - (2) *no storage is required, and*
 - (3) *no preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.*

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG.*

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. duty prescribed for members of a Reserve component by the Secretary concerned, or
 - b. special additional duty authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in A above, when performed by members of the National Guard, including:
 - a. unit training assemblies;
 - b. training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: *This term does not include work or study for a correspondence course of a uniformed service.*

NOTE 2: *For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.*

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. (**NOTE:** *The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.*)

INVITATIONAL TRAVEL. *See TRAVEL, INVITATIONAL.*

★ **INVOLUNTARILY SEPARATED.** Members denied reenlistment or involuntarily discharged under other than adverse conditions as those conditions are characterized by the Secretary concerned, for a member of the Army, Navy, Air Force, or Marine Corps who was on active duty or full time National guard duty on 30 September 1990, or after 29 November 1993, and for a member of the Coast Guard who was on active duty after 30 September 1994.

NOTE 1: *Whether or not a discharge is under adverse conditions for DoD personnel is determined by referring to the reasons for separation as well as the character of the member's service. This is determined in accordance with DoD Directive 1332.14 for enlisted members and DoD Directive 1332.30 for officers, and in appropriate Coast Guard directives for Coast Guard personnel.*

NOTE 2: *To qualify for transition benefits, a member must be separated involuntarily:*

- 1. under honorable conditions and,*
- 2. for enlisted members, not for reasons of misconduct, separation in lieu of court-martial, or for other reasons established by the military department concerned for which service ordinarily is characterized as under other than honorable conditions, or*
- 3. for officers, not for resignation in lieu of trial of court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions.*

Each Secretary concerned, without further delegation, may designate certain categories of involuntary retirements as also eligible.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission's nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. (**NOTE:** *Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.*)

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCAL MOVE. As used in Chapter 4, Part G, and Chapter 5, Part D, a move

1. involving HHG drayage or shipment for a short distance between residences ;
2. to or from a NTS facility in the area of the member's PDS;
3. in the area of the member's last PDS when the member is authorized a final move during a separation or retirement;
4. incident to reassignment or PCS to a new PDS near the old PDS;
5. between residences within a metropolitan area; or
6. not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: *A local move of HHG includes necessary packing, crating, hauling, unpacking and uncrating .*

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***)

MILEAGE (ALLOWANCE). A rate per mile in lieu of reimbursement of actual expenses of operation of a POC. Mileage allowance rates are:

1. privately owned automobile \$0.31,
2. privately owned motorcycle \$0.26, and
3. privately owned airplane \$0.88.

MISSING STATUS. The absence status of a member who is officially carried or determined to be:

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

★ **MIXED MODES.** Travel using POC (including on a PCS, a rental vehicle procured at personal expense) and one or more of the following modes:

1. Personally-procured commercial transportation,
2. Government-procured commercial transportation,
3. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

NONCOMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

NONFOREIGN OCONUS AREA. The states of Alaska and Hawaii; the Commonwealths of Puerto Rico and the Northern Mariana Islands; American Samoa; Baker Island; Guam, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands; Navassa Island, Palmyra Atoll, the Virgin Islands and Wake Island. (***NOTE: The Trust Territories of the Pacific Islands are not included.***)

NONTEMPORARY STORAGE (NTS) OF HHG. Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OFFICIAL STATION. See *PERMANENT DUTY STATION*.

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING OFFICIAL. See *AUTHORIZING/ORDER-ISSUING OFFICIAL*.

OVERSEAS. See *OCONUS*.

PER DIEM ALLOWANCE. The per diem allowance (*Also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes for lodging in CONUS -see NOTE 1 below*) and service charges where applicable, for::

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters and fires furnished in room when such charges are not included in the room rate. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

(NOTE 1: The maximum amount allowed for lodging in CONUS (see Appendix D) does not include an amount for lodging taxes. Taxes for lodging in CONUS are a separately reimbursable travel expense. The maximum amount allowed for lodging OCONUS (see Appendix B) includes an amount for lodging taxes. Lodging taxes for lodging OCONUS are not separately reimbursable.)

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
3. **Incidental Expenses.** Such expenses include:
 - a. fees and tips to bellhops, maids, porters, and baggage persons in hotels, stewards or stewardesses and others on vessels, and hotel servants in foreign countries (see par. U3610-C for reimbursement of fees and tips incurred at transportation terminals);
 - b. personal laundry and cleaning and pressing of clothing (*not reimbursable when travel is within CONUS – see NOTE 2, below*);
 - c. telegrams and telephone calls necessary to reserve lodging accommodations;
 - d. mailing cost associated with filing travel vouchers and payment of Government travel charge card billings;
 - e. local transportation (i.e., bus, subway) expenses between places of lodging or duty and places where meals are taken if suitable meals cannot be obtained at the TDY site (*NOTE: If, in the opinion of the order-issuing authority, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for the cost of travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F;*);
 - f. taxes (*except taxes for lodging in CONUS see -NOTE 1 above*) and service charges on any of the expenses in items 1 through 3f;

g. in addition to the expenses in items 1 through 3g, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account.

(NOTE 2: The cost for laundry, dry cleaning and pressing of clothing is not included as an incidental expense within the per diem/AEA authorized/approved for travel in CONUS. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.)

PER DIEM, REDUCED. See REDUCED PER DIEM.

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

- 1 (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
 - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2145-C and D for exceptions) for 20 or more weeks;
 - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. enlistment or induction into the Service (regular or during emergency); and

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICES. *See UNIFORMED SERVICES.*

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS RATE. The per diem rate prescribed for any CONUS location that is not included in one of the defined localities or areas specified in JFTR/JTR, Appendix D.

STANDARD GOVERNMENT MEAL RATE. See definition of "Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate" for current rates.

SUBSISTENCE EXPENSES. *See PER DIEM ALLOWANCE.*

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment does not require one.

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. *See TEMPORARY DUTY STATION.*

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified interim housing facilities operated by the services to provide short term housing accommodations, that a cash charge is levied without direct charge against the quarters allowances of the occupants. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. (**NOTE:** *They do not include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.*)

★ **TERRITORIES AND POSSESSIONS OF THE UNITED STATES.** (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

1. Commonwealth of the Northern Mariana Islands i.e., Saipan, Saipan Lagoon, Tinian, Aquijan, Rota, Farallon De Pajaros Uracas), Maug, Asuncion, Agrihan, Pagan, Alamagan, Zealandia Banks, Guguan, Sarigan, Anatathan, Farallon De Medinilla, Esmeralda Banks, and Northern Islands Sanctuary. (Island names from web site www.saipan.com)
2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

★ **TERRITORY OF THE UNITED STATES.** *Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.* An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States.

NOTE: *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution has not been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. (**NOTE:** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)*)

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term does not include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.*

APPENDIX O
Chapter 4 (Test)
Temporary Duty (TDY) Travel Entitlements

★ **T4000 INTRODUCTION**

This Chapter describes the entitlements and responsibilities of travelers who perform the most common types of TDY travel as authorized by law for uniformed members and DoD civilian employees. It is authorized for use by the activities listed in, and under the conditions cited in, Joint Federal Travel Regulations (JFTR), par. U1039, and Joint Travel Regulations (JTR), par. C1001-B. This Chapter covers individual travel for business, travel for schoolhouse training, and deployment or personnel traveling together with or without no/limited reimbursement. These provisions are to be used in place of TDY entitlements in the JFTR and JTR, except that for travel of, Senior ROTC, Reservists travel for medical and dental care, retirees called to active duty, Ready Reserve, midshipmen and cadets, patients, and escorts and attendants; pre-employment travel; invitational travel; and rules that apply when emergency situations occur while TDY is being performed, JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees apply. See JFTR, par. U4102-L for rules on per diem for military members who are inpatients in a hospital. For travel of civilian consultants and experts, see JTR, par. C4503. TDY performed as part of a PCS move continues to be paid as prescribed for TDY travel in Chapters 4 of the JFTR and JTR. Except where differences are identified, the entitlements and responsibilities in this Chapter apply equally to uniformed members and DoD civilian employees. In this Chapter, "authorizing official" or "AO" means the individual who controls the mission, authorizes the trip, and controls funds for TDY travel. Definitions specific to this Chapter are found in par. T4070. These provisions shall not be supplemented.

T4010 REIMBURSEMENT RATE

Rates for private vehicle mileage reimbursement are listed in JFTR/JTR, Appendix A and par. C4651-B2. Government mess food and operating expense rates are found in JFTR, par. U4125-A3b, and JTR, par. C4554. Per diem rates by location showing the lodging, meals and incidental expense components are published in JFTR/JTR, Appendices B and D; or provided under separate issuance by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC). These rates also are available from the Commercial Travel Office (CTO).

T4020 TDY TRAVEL POLICY

A. Criteria for TDY Travel. TDY travel is mission support. TDY travel is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing, AOs shall choose that method.

B. Traveler Rights and Responsibilities

1. Travelers are to follow the policies and procedures in this regulation, and use good judgment in incurring official travel-related expenses, as if traveling on their personal money.
2. Travelers are provided transportation, lodging, and food, or they shall be reimbursed promptly for reasonable and necessary authorized expenses if they purchase them. AOs shall authorize reimbursement for other travel-related expenses appropriate to the mission.
3. Travelers should arrange commercial transportation, rental cars (if authorized), and Government and commercial lodging through the CTO or in-house travel arranger. Government transportation is arranged through the transportation office (TO), unless the CTO provides this service. The CTO provides round-the-clock service by a toll free telephone number, and estimates the total cost for the trip (a "should-cost" estimate) forming the basis of the reimbursement.
4. Travelers should only make their own arrangements in unusual circumstances where they cannot communicate with their CTO in time to accomplish the mission. In this situation, travelers should deal directly with transportation companies, hotels, and rental vehicle companies, asking for the Government discount. *If the traveler uses a travel agency that is not under Government contract, reimbursement is not authorized.*

Travelers who purchase transportation services with cash (that is, other than through the CTO or with the Government travel card) must forward the ticket coupon, and/or the receipt for the cost of transporting excess baggage, with the Trip Record for reimbursement. Travelers are to travel by coach class, unless a medical condition or mission timing requires premium class. Transportation should be purchased only from American transportation companies, even if their fares are higher than foreign companies. A traveler who uses premium class or a foreign transportation company must convince the AO of the mission justification for reimbursement. Travelers should contact the AO and CTO as soon as possible after personally making arrangements to get the Trip Record updated, and arrangements confirmed, or to get alternate arrangements.

5. Travelers are advised, in advance, of their entitlements, the arrangements made for them, probable expenses, and a good estimate of what they shall be reimbursed.

6. Travelers shall have use of a Government-sponsored, contractor-issued travel (charge) card. With it, they should only charge expenses incident to official travel (i.e., lodging, transportation, rental cars and meals). Cash (travel advance) is obtained through the ATM withdrawal feature of the card for travel-related expenses that cannot be charged. ATM withdrawal is not an option when a unit charge card is used.

7. Travelers should turn in the expense report portion of the Trip Record and be paid every 30 days when the TDY is over 45 days. This shall ensure travelers are paid for expenses in about the same time as charge card bills are received.

8. Travelers must comply with Federal and Departmental ethics rules when accepting travel benefits (i.e., goods, services or payment) from non-Federal sources. For DoD personnel, see Joint Ethics Regulation, DoD 5500.7-R, Chapter 4. For Coast Guard personnel, see COMDTINST M5370.8(series). For NOAA Corps personnel, see Department of Commerce Administrative Order 202-735. For Public Health Service personnel, see Commissioned Corps Personnel Manual CC26.1, Inst 1. Travelers may keep items of nominal value (as defined in applicable ethics regulations). Travelers also may keep benefits received for voluntarily vacating a seat on an overbooked flight, but are not to vacate their seats if additional costs would be incurred by the Government or if it would affect the mission.

9. Frequent traveler benefits received for transportation paid for by the Government belong to the Government and cannot be used for personal travel. They can be used for official travel and for upgrades (but not to first class air) if the AO authorizes the upgrade.

10. Travelers are treated as honest, responsible customers as long as they follow the rules in this regulation. JFTR, par. U2505, and JTR, par. C4352, apply when a fraudulent claim is submitted.

T4030 GETTING THERE AND BACK (TRANSPORTATION ENTITLEMENTS)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. *If a certain mode is directed and another mode is used, reimbursement is not authorized.*

B. Commercial Transportation. The CTO must arrange commercial transportation in accordance with law, Government policies, agreements and contracted rates using American flag carriers and coach accommodations whenever possible. The AO may authorize the CTO to arrange other than contract flights, or to arrange foreign flag carriers, or premium (but not first) class accommodations when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the traveler's Service or Agency Headquarters may authorize reimbursement for first-class accommodations.

C. Rental Vehicles (Includes Aircraft). When use of a rental vehicle is authorized for official business by the AO, reimbursement is authorized for the rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tiedown fees, and transportation to and from the rental facility. When possible, the CTO reserves a rental vehicle from a Government contracted agency; the contract includes collision damage waiver coverage in the rental rate, and additional coverage should, therefore, be declined. Travelers shall not be reimbursed for the extra cost if it is not declined. When the standard size rental, compact cars, do not meet requirements, the AO may authorize the

size vehicle appropriate to the mission. Claims for damage to rental vehicles are adjudicated through the respective Judge Advocate General.

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses.

E. Private Vehicle. When use of a private vehicle is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). If the AO does not approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

★ **I. Authorized Trips Home During Extended Business TDY.** The AO may permit round-trip transportation, and per diem en route, for a traveler who routinely travels on business TDY for periods of more than three weeks, to return periodically to the PDS or home for nonworkdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEMENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers can also be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards**1. Sleeping**

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. The AO may direct use of adequate available Government quarters on an installation only if the traveler is TDY to that installation. The traveler cannot be directed to use Government quarters during any fiscal year the traveler is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines adequacy of quarters. Only adequate quarters are offered through the reservation system. If use of Government quarters is directed and other lodging is used, reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process.)

c. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the lodging cost and the M&IE do not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). The CTO must put these rates on the Trip Record. The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts.

(NOTE: The maximum amount allowed for lodging in CONUS (see Appendix D) does not include an amount for lodging taxes. Taxes for lodging in CONUS are a separately reimbursable travel expense. The maximum amount allowed for lodging OCONUS (see Appendix B) includes an amount for lodging taxes. Lodging taxes for lodging OCONUS are not separately reimbursable.)

d. Reimbursement of lodging cost when staying with friends or relatives is not authorized.

e. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses which do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the "Government mess available" rate when all meals on a given day are available or the "proportional" meal rate when at least one meal a day is available. A Government mess is available only if: Government lodging on an installation is available and the command controlling the mess has made it available to travelers. A Government mess is not available on interim travel days. The Government mess available rate is the amount of the food and operating expense cost, plus the incidental expense portion of the M&IE. The proportional rate is the average of the standard Government meal rate and the meals portion of the M&IE rate for the TDY location, rounded to the nearest dollar, plus the incidental expenses. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from proportional to full M&IE rate). The meal rate established cannot be reduced after-the-fact except for a free meal as described in subpar. c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the proportional rate should apply for that day. This does not apply on travel days to and from the PDS. Meals served on common carriers are not considered "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates. ***NOTE: If all three meals are provided, only the incidental expenses for that day are payable.***

3. **Incidental Expenses (IE).** Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the AO determines \$3.50 to be adequate for anticipated incidental expenses.

(NOTE: The cost incurred during TDY travel (not after returning to PDS) for laundry, dry cleaning and pressing of clothing is a separately reimbursable expense for civilian employees in addition to per diem/AEA when travel is within CONUS and requires at least 4 consecutive nights TDY lodging in CONUS. The cost incurred during TDY travel (not after returning to PDS) for laundry, dry cleaning and pressing of clothing is not a separately reimbursable travel expense for travel OCONUS and is included as a reimbursement expense within the AEA authorized/approved for travel OCONUS.)

4. **Other Reimbursable Expenses**

a. **Getting Around the TDY Location.** Reimbursement is authorized for necessary travel at the TDY location. This includes travel from the transportation terminal to the lodging and back, one round trip per day from the lodging to place of duty, trips to eat, and trips between duty locations. If a rental car is not authorized, the traveler is entitled to reimbursement for the cost of using public transportation. If private vehicle use is authorized, the entitlement for reimbursement is the standard mileage rate times the miles driven for the necessary travel around the TDY location. Travelers must note the required miles driven on the Trip Record.

★ b. **Other Expenses on the Trip.** The AO authorizes reimbursement for other necessary travel-related miscellaneous expenses necessary to the successful completion of the mission. They include, dual lodging costs, the cost of travelers' checks, ATM fees for travel advances on the Government travel card, cost of passport photos, passport and visa fees when a regular fee passport is required, official local and long distance phone calls, currency conversion fees, airport taxes, authorized excess baggage transportation costs, tips for taxis and limousines, boarding fees, conference registration fees, and similar expenses. Transportation costs to and from the transportation terminal are reimbursable. Parking fees at the terminal while TDY are reimbursable not to exceed the cost of taxi fare to and from the terminal. Uniformed members may be reimbursed for customary tips for handling baggage at transportation terminals. Travelers may be reimbursed for tips for handling Government property at terminals and hotels. The AO also may authorize reimbursement for other necessary travel-related expenses when they are clearly in the Government's interest. For example, an AO may consider certain phone calls to the traveler's home or family while on the trip as official if the AO considers the calls to be in the

Government's interest. If these calls are determined to be in the Government's interest, the AO should establish the reimbursement ceiling for the calls. A traveler should find out what telephone dollar limit the AO has set before leaving on a trip. Travelers must itemize these expenses on the Trip Record. Other reimbursable expenses must be clearly travel related, rather than mission related (e.g., batteries, tools, film) and not personal (e.g., child/house/pet care, gifts such as flowers for the hotel concierge, workout room/gym fees). Items included in incidental expenses (see subpar. 3 above and Appendix A, definition of per diem) such as laundry shall not be authorized as reimbursable expenses.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.
2. In some situations, the Service Secretary may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement. Civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The AO may authorize the actual amount paid up to the proportional meal rate for commercial meals the traveler is required to purchase.
3. The Trip Record must indicate mess availability. If that information is not available prior to the trip, the information must be provided to the traveler upon arrival at the school and the trip report changed. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the proportional rate (1 or 2 meals) or the locality M&IE rate (all 3 meals) depending on how many meals were available. The traveler must note on the Trip Record how many meals by date were not available.

★ **C. Lodging Overnight Required - Standards for Deployment, Personnel Traveling Together with No/Limited Reimbursement, and TDY Aboard Vessels**. Other reimbursable expenses (par. T4040-A4) are authorized in the same manner as for business travel. The AO may authorize the proportional meal rate for meals (but no incidental expenses) and/or payment for lodging when the traveler is not entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

- ★ 1. Personnel traveling together refers to travel away from the PDS during which the mission requires control of the group of travelers. Ordinary business travel reimbursements apply unless the travelers' orders direct no/limited reimbursement, in which case all transportation, food, lodging, and other items ordinarily reimbursed, should be provided to the travelers. No per diem is payable when no/limited reimbursement is directed in the orders for personnel traveling together. It only includes travel days between duty locations and does not involve entitlements for full days at duty locations. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Directing several personnel to travel together with no/limited reimbursement shall not be done simply to save travel funds.
2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem is not payable during field duty. Lodging is provided and most members pay the food cost without operating expense; civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE is not payable. Most members pay the food cost without operating expense and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. All EUM travelers are entitled to the IE.
3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force

but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement. The CINC or JTF commander must communicate this decision on the TDY option (including the appropriate meal rate) to the appropriate Services for inclusion in the orders.

4. TDY Aboard Vessels

- a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food.
- b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS**SUBSIST ASHORE**

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate ¹ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate ²
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL³

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian Pays for Meals

¹Full Meal Rate = Food costs plus operating expenses.²Discount Meal Rate = Food costs only.³Members/employees deployed who are ordered to subsist ashore -- see "Subsist Ashore" (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

1. **Transportation**. Travelers should arrange for transportation through the CTO, even though overnight lodging is not required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. **Meals**. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the proportional meal rate (not including incidental expenses) for the TDY location when uniformed travelers spend more than the cost of normal meal arrangements for travel outside the PDS limits.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

★ A. **General**. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location (except as noted in par. U2146), see par. U7150.

B. **Inactive Duty Training**. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, ***Assigned Unit*** is a reserve member's designated post of duty and ***TDY Station*** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. **Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area**. There's no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-A4a for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. **Travel from Home/Assigned Unit or Other Location to TDY Station**. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. **Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area**. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. **Travel for Annual Training (AT)**. For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

D. No per diem is payable to:

1. Reservists at an AT site when both Government quarters and meals are available, but the member is entitled to reimbursement for the Government quarters charge. If Government quarters and/or meals are not available, per diem is payable under par. T4040-A;
2. Reservists on active duty without pay;
3. Newly enlisted members undergoing training when both Government quarters and meals are available;
4. Public health service Officers called to active duty for Commissioned Officer Student Extern Program (COSTEP);
5. Reservists who commute daily or AO determines members can commute except for entitlement under par. T4040-C if required to remain at the place of duty overnight outside the home's city limits.
6. Reservists on inactive duty training except when duty is performed at a location other than the assigned unit (designated post of duty includes training duty station, drill site and city where located) or local area (see par. U3500) of the assigned unit or home. If required to occupy transient Government housing, reimbursement for actual lodging cost is authorized.
7. Standby Reserves voluntarily performing without pay.

E. When a Reserve Component member is ordered:

1. to schoolhouse training, par. T4030 applies for transportation entitlement and par. T4040-B for per diem entitlement;
- ★2. to deploy, to be one of personnel traveling together under orders directing no/limited reimbursement, on unit travel, field duty, or at sea training, par. T4040-C applies for per diem entitlement for periods under 20 weeks. Par. T4030 applies for transportation entitlement;
3. to active duty for any other purpose for less than 20 weeks, per diem entitlement is determined under business travel rules in par. T4040-A, and transportation entitlement under par. T4030;
4. to active duty for other than training for 20 or more weeks because of unusual or emergency circumstances or exigencies of the Service, per diem entitlement is determined under business travel rules in par. T4040-A (or deployment rules in par. T4040-C), and transportation entitlement under par. T4030.

SUMMARY OF ENTITLEMENTS FOR RESERVE COMPONENTS PERSONNEL*

ACTIVE DUTY WITH PAY¹

SITUATION²	TRANSPORTATION^{3 4}	PER DIEM
Annual training duty ⁵	T4030 applies	not authorized if Gov't qtrs ⁶ & mess available ⁷ ; otherwise T4040 applies
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	T4030 applies	not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as personnel traveling together with no/limited reimbursement (T4040-C). If not, may be authorized reimbursement under T4030 ★	not authorized if Gov't qtrs & mess available
Member commutes or AO determines member can commute	T4030-E applies for one-round trip only provided the place of active duty is outside home's town/city limits	not authorized - payment may be authorized under T4040-C if required to remain overnight at place of duty outside home's town/city limits
Active duty for less than 20 weeks at one location	T4030 applies	T4040 applies
Active duty for other than training, required by unusual or emergency circumstances or exigencies of Service, for 20 or more weeks	T4030 applies	T4040 applies

ACTIVE DUTY WITHOUT PAY

	TRANSPORTATION	PER DIEM
Others performing duty without pay	Service discretion to reimburse under T4040-C (as for personnel traveling together with no/limited reimbursement) or T4030-E (reimbursement on mileage basis) none for Standby Reserve ★	not authorized ⁸

¹ Applies to members of the reserve components called/ordered to active duty with pay under orders that provide for return to home or place from which called/ordered to active duty. Includes retired members called to active duty with or without pay (except for periodic physicals for members on the TDRL, see JFTR, par. U7250).

★ ² Except as noted in par. U2146.

³ No travel and transportation allowances are authorized if place of duty and home are in the corporate limits of the same city or town.

⁴ Reservists may not be paid for commuting from home to duty--only one round-trip may be paid.

⁵ Since a training location is the PDS, no per diem is payable when Government quarters & mess are available. Per diem is payable when TDY away from the training location or for traveling to and from the AT location if not in a commuting status.

⁶ Temporary lodging facilities are not Government quarters for purposes of this table.

⁷ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

⁸ Reservists on active duty for training not otherwise entitled to per diem who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

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INACTIVE DUTY TRAINING WITH OR WITHOUT PAY^{1, 2, 3}

SITUATION	TRANSPORTATION	PER DIEM
Travel from home to Assigned Unit or alternate site in local commuting area of the member's assigned unit or home not authorized	<ol style="list-style-type: none"> 1. May be authorized reimbursement under T4040-A4a 2. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit. 	not authorized
Travel from home/assigned unit to TDY Station	T4030 applies limited to travel cost from the assigned unit	T4040 applies
Travel from a location other than home/assigned unit to TDY Station	T4030 applies limited to travel cost from the assigned unit	T4040 applies
Travel from a location other than home/assigned unit to alternate site within the local commuting area	The member is paid mileage for the distance limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit	not authorized
Standby Reserves voluntarily performing without pay	not authorized	not authorized

**Table is for informational purposes only. Entitlements are prescribed in par. T4045.*

Table 2. TDY Entitlements for Reserve Component Personnel

¹ For travel allowance purposes, the assigned unit is the designated post of duty.

² TDY station is alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home for the purposes of this paragraph.

³ Reservists on inactive duty for training who are not otherwise entitled to per diem and who occupy transient Government housing may be reimbursed the actual cost incurred for service charges/lodging.

T4050 TAKING A TYPICAL BUSINESS TRIP**A. Before the Trip**

1. Getting a Cost Estimate. Travelers should get a CTO should-cost estimate for the trip. It's the key to several travel and trip funding decisions. It lets the traveler and the AO know up-front the standard and actual arrangements, their associated costs, and the entitlement maximums. It includes transportation costs to and from the TDY location, lodging costs (including taxes), and rental car (if authorized) fees. The estimate also shall reflect the per diem rate broken out by M&IE and lodging. A traveler may ask the CTO to estimate the amount for using a private vehicle or other commercial transportation.
2. Tailoring the Trip. The AO decides if the traveler should use non-standard arrangements for mission reasons. The AO may authorize certain changes for the traveler's convenience (for example, using a car instead of flying). However, the standard arrangement's should-cost estimate (as the AO approves for mission reasons) is the reimbursement baseline.
3. Getting Authorization for Travel. The AO authorizes the TDY, the arrangements, and obligates funds to pay for the trip. The CTO updates the Trip Record with the fund cite provided by the AO. The resulting document is the travel authorization.
4. Getting the Travel Packet. The CTO shall give the traveler the Trip Record with the confirmed reservations and commercial transportation tickets. The TO provides the documents needed for Government transportation if the CTO does not provide this service. Travelers should guard tickets carefully. *If they are lost or stolen, the traveler shall have to buy replacements and shall not be reimbursed until the Government is refunded by the transportation company for the unused tickets.* Also, travelers must return unused transportation tickets to the CTO.
5. Paying for Arranged Services and Getting Cash to Pay for Expenses While Traveling. The CTO shall charge airline tickets, lodging, and rental car reservations on the traveler's individual or unit travel card; airline tickets in some cases may be charged to a centrally billed account. While on the trip, travelers should charge other expenses incident to official travel on their individual or unit Government travel card whenever possible. For official travel-related expenses that cannot be charged, travelers can avoid using their own money by using their individual Government travel card to obtain cash advances or travelers checks. Advances are not an option on unit travel cards.

B. During the Trip

1. Changing Plans. If travel plans change from the itinerary, the traveler should call the CTO's 24-hour 1-800 number, if possible, to have the needed changes made. The CTO shall update the traveler's Trip Record. The AO may approve the changes after the trip is complete. However, it is best if the traveler gets the AO's authorization up-front, and has the Trip Record updated. In any case, the traveler is reimbursed only for changes the AO approves on the Trip Record.
2. Receipts. Travelers must keep all receipts for lodging and receipts for any individual official travel expense of \$75 or more.

C. After the Traveler Returns

1. Filling out the Expense Report. A traveler should fill out and turn in the expense report portion of the Trip Record within 5 working days after returning from the trip. The receipts are to be attached to the expense report. Electronic Fund Transfer (EFT) is the preferred method of reimbursement. Within EFT, the traveler has two options. The traveler may request (a) direct electronic transfer to the Government contracted travel card company of the authorized expenses charged to the card with the remainder going to the traveler's personal bank account, or (b) an electronic transfer of the full amount to the traveler's personal bank account. Under option (a), the traveler shall not have to write a check to the travel card company for official expenses charged.

2. Getting it Approved. The AO must approve the expenses on the Trip Record for the traveler to get paid. This includes reviewing the required receipts.
3. Turning in the Expense Report. A finance office or an office contractually arranged by the traveler's Service or Agency may provide this service. The amount paid is the amount the AO approves.
4. Random Audits. Random audits of travel expense reports are conducted.

T4060 AUTHORIZING OFFICIAL'S RESPONSIBILITIES

A. General. Authorizing Officials have broad authority to determine when TDY travel is necessary to accomplish the unit's mission, authorize travel, obligate unit travel funds, approve trip arrangements, and authorize travel expenses incurred in connection with that mission. For civilian travelers, the AO shall determine the purpose of the travel (see JTR, Appendix H) for notation on the Trip Record. The CTO is central in helping to execute those responsibilities.

1. The CTO generates a Trip Record. On it, the CTO prepares a should-cost estimate that reflects standard arrangements made in compliance with travel policies using Government negotiated airline, lodging, and rental car rates. If the standard arrangements do not meet the needs of the mission, the CTO provides other travel options to satisfy mission requirements, and conform to law, regulation, policy, and contractual obligations. Use the should-cost estimate to determine if the travel budget can support the travel. Authorize CTO identified should-cost standard arrangements, unless additional or unusual cost options are required to complete the mission and they make good overall business sense.
2. The CTO and TO shall have available information on policies relating to transportation and travel arrangements. Get other needed travel-related information from command channels or Service headquarters. Use management information from the CTO and the travel card company to assist in future travel decisions.
3. Make sure travelers have access to the unit's travel card if they do not have individually issued cards. Refer inquiries about card usage to the local card program coordinator.
4. Adhere to policies and procedures discussed in this regulation, use good judgment in obligating unit funds, and ensure travelers receive adequate reimbursement under policies established in this regulation.

B. What's Allowable and Not Allowable

1. Transportation

- a. What AOs may direct. AOs may direct the traveler to use a particular mode of travel, except for private or rental vehicle. Only direct a specific mode when it's essential to mission success.
- ★ b. Options on use of contract flights. The CTO shall use contract flights and fares in scheduling travel. In unusual circumstances, AOs may authorize the CTO to make other arrangements if:
 - (1) Seating space or the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;
 - (2) The contract carrier's flight schedule does not operate during normal working hours;
 - (3) A fare, that is available to the general public, is less than the contract fare and would result in lower total cost to the Government;
 - (4) Rail service is available, cost effective, and consistent with mission requirements;
 - (5) Smoking is permitted on the contract carrier flight and the nonsmoking section of the aircraft for the contract flight is not acceptable to the traveler; or

- (6) The AO determines that a restricted fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks if travel plans change.

The AO records the rationale for not using contract flights on the Trip Record.

c. Authorizing Accommodations Above Coach Class. When mission requirements dictate, AOs may authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

- (1) Available coach class accommodations shall not allow timely mission completion;
- (2) A traveler's documented medical condition requires use of premium class accommodations;
- (3) Security or exceptional circumstances make use essential to accomplish the mission;
- (4) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
- (5) An overall savings is realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations; or
- (6) The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance

soon after arrival without a rest period. (When premium class is authorized for this reason, the AO is not to authorize a rest stop en route or a rest period upon arrival at the duty site.)

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

- (1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;
- (2) A documented medical condition of the traveler requires use of first-class; or
- (3) Exceptional security circumstances exist.

d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers are not considered "available" if:

- (1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;
- (2) Use of a U.S. flag carrier would require the traveler to wait six hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;
- (3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;
- (4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;

(5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;

(6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

(7) Transportation on a foreign carrier is fully paid by a foreign government, international agency or other organization; see DoD 5105.38M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member is not entitled to per diem on any day leave is charged. *Do not permit a TDY trip that is an excuse for personal travel.*

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it's consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

★ 4. Authorized Trips Home During Extended Business TDY. AOs may authorize return trips to the PDS or home only when travel funds are available to support the travel expenses. The AO must determine that the costs of this periodic return travel are outweighed by the savings. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. An analysis must be conducted at least every other year. The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business TDY.

★ 5. Phone Calls to Home or Family During TDY. The AO may determine certain communications to a traveler's home/family as official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. The AO should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit. The order-issuing official may approve charges after the TDY when appropriate (GSBCA 14554-TRAV, August 18, 1998).

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review their traveler's expense report as soon after receiving it as possible. AOs are to examine the amounts claimed, all receipts for lodging, receipts for amounts claimed of \$75 or more, or a signed statement why a receipt is not attached. The AO's signature on the expense report indicates the travel was taken, the required receipts were reviewed, the

charges seem reasonable, it serves as certification that phone calls authorized for reimbursement are considered in the Government's best interest, and it is the approval for payment of the authorized expenses, subject to random selection and examination of the expense report and required receipts by the paying office.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. Lower per diem rates can only be established *before* travel begins.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

- a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,
- b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the proportional meal rate (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This should not be confused with officers paying for meals the same as ship's company officers

13. Additional Allowable Travel Expenses for an Employee with a Disability. AOs may authorize certain additional travel expenses for an employee with a disability, such as the transportation and subsistence expenses of an attendant accompanying the employee, and the cost of renting and/or transporting a wheelchair. See JTR, Chapter 6, Part L, for specifics.

14. TDY Canceled or Modified. When it is necessary to cancel or modify a TDY trip after the traveler has incurred nonrefundable expenses in preparation for the trip, such as nonrefundable advance room deposits, AOs may authorize reimbursement of those expenses.

15. TDY and Reserve Active Duty Time Limits for Per Diem Purposes

- a. Except for TDY with units deployed afloat, TDY is limited to 180 or less days at any one location, unless an extension is approved by the Service or Agency Headquarters, or the Commanders/Deputy Commanders of a Unified or Specified Command. See JFTR/JTR, Introductions for the Service points of

contact. *Civilian employees, see Internal Revenue Service (IRS) rules for income tax implications for TDY beyond one year.* A school of at least 140 days (20 weeks) duration is a PCS for military members (except as noted in JFTR, pars. U1036 or U2145).

b. For Reserve Component personnel, per diem is payable only if active duty is less than 20 weeks at any one location, unless the call to active duty (for other than training) is because of unusual or emergency circumstances or exigencies of the Service concerned. All other duty of at least 20 weeks duration at one location is a PCS for Reserve members.

16. Movement of Employees' Dependents and HHG to Training Location. If the estimated per diem the employee would receive at the training location, based on AO approved arrangements, is more than the estimated cost of transporting the dependents and HHG to and from the training location, the AO may authorize round trip transportation of the dependents and HHG between the PDS and the training location in lieu of the estimated per diem payment. Transportation of dependents and HHG are in accordance with JTR, Chapters 7 and 8. Private vehicle mileage is reimbursed under JTR, par. C4250.

17. Temporary Change of Station (TCS). Instead of authorizing extended TDY (between 6 and 30 months) for an employee, an AO may authorize a temporary change of station. The employee is entitled to limited relocation allowances rather than TDY allowances (see JTR, par. C4111).

18. Termination of Per Diem When Traveler Dies While on TDY. When a traveler dies while on TDY, per diem continues through the actual (or determined) date the traveler died.

T4070 TDY GLOSSARY

Authorize. The giving of permission before an act or the ratification or confirmation of an act already done. Used interchangeably in this Chapter with "approve."

Government travel card. This is the Government-sponsored, contractor issued travel charge card.

★ **Group movement.** A movement of 2 or more official travelers traveling as a group, under the same orders (either PCS or TDY/TAD) for which transportation will be furnished by Government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the orders. (**NOTE: Personnel traveling together under orders directing no/limited reimbursement may be between any points en route, provided that the order specifically indicates the points between which the status applies.**)

Must, Shall, Should, May, Can, Will. The following definitions from DoD 5025.1-M apply:

<u>Helping Verb</u>	<u>Degree of Restriction</u>
Must, shall	Action is mandatory
Should	Action is required, unless justifiable reason exists for not taking action.
May, can	Action is optional
Will	Is not restrictive; applies only to a statement of future condition or an expression of time.

Temporary Duty (TDY) Travel. Temporary travel away from the traveler's PDS. It includes duty traditionally called "temporary additional duty" (TAD). There are three types of TDY travel with different entitlements:

Business Travel. Conducting business at a location other than the PDS. It incorporates any type of travel not included in schoolhouse training or deployment or unit travel. It also includes certain local travel, but not leave or evacuation.

Schoolhouse Training Travel. Travel in connection with TDY attendance at formal course(s) of instruction by civilian employees or uniformed members (other than uniformed members who have not yet reached their first PDS).

- ★ *Deployment, Personnel Traveling Together Under Orders Directing No/Limited Reimbursement, and Unit Travel.* Includes units traveling in support of combat missions, peacekeeping, and disaster relief. It also includes field or maneuver training and sea duty when troops involved are not permanently assigned to a ship. The Government provides all transportation, lodging, and eating facilities when personnel traveling together are under orders directing no/limited reimbursement.

Trip Record. This document, in either electronic or paper form, provides the vehicle on which are recorded all official travel authorizations, initial options, modifications, and payment decisions. Prepared by the CTO, it is the single trip document that includes the travel authorization and fund cite, the should-cost estimate, the itinerary, updates to the itinerary made during the trip, and serves as the expense report when the traveler returns.

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Military Community, Heidelberg/Mannheim, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower Discontinued	June 20, 1996 March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI	June 20, 1996
	Discontinued	March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997

DoD Component	Organization/Location	Effective Date
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installation, or working to correct network problems.

